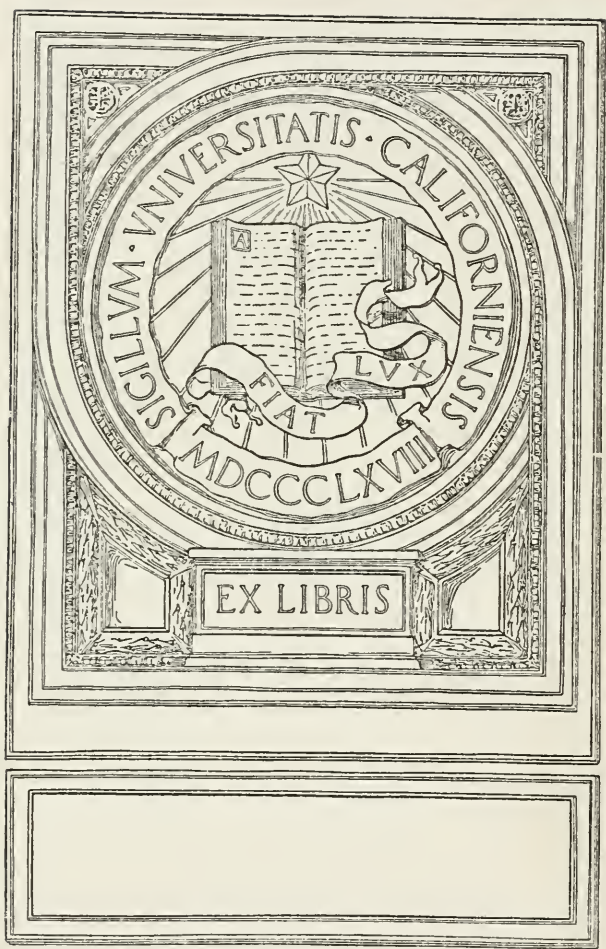


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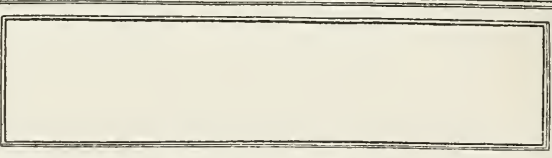
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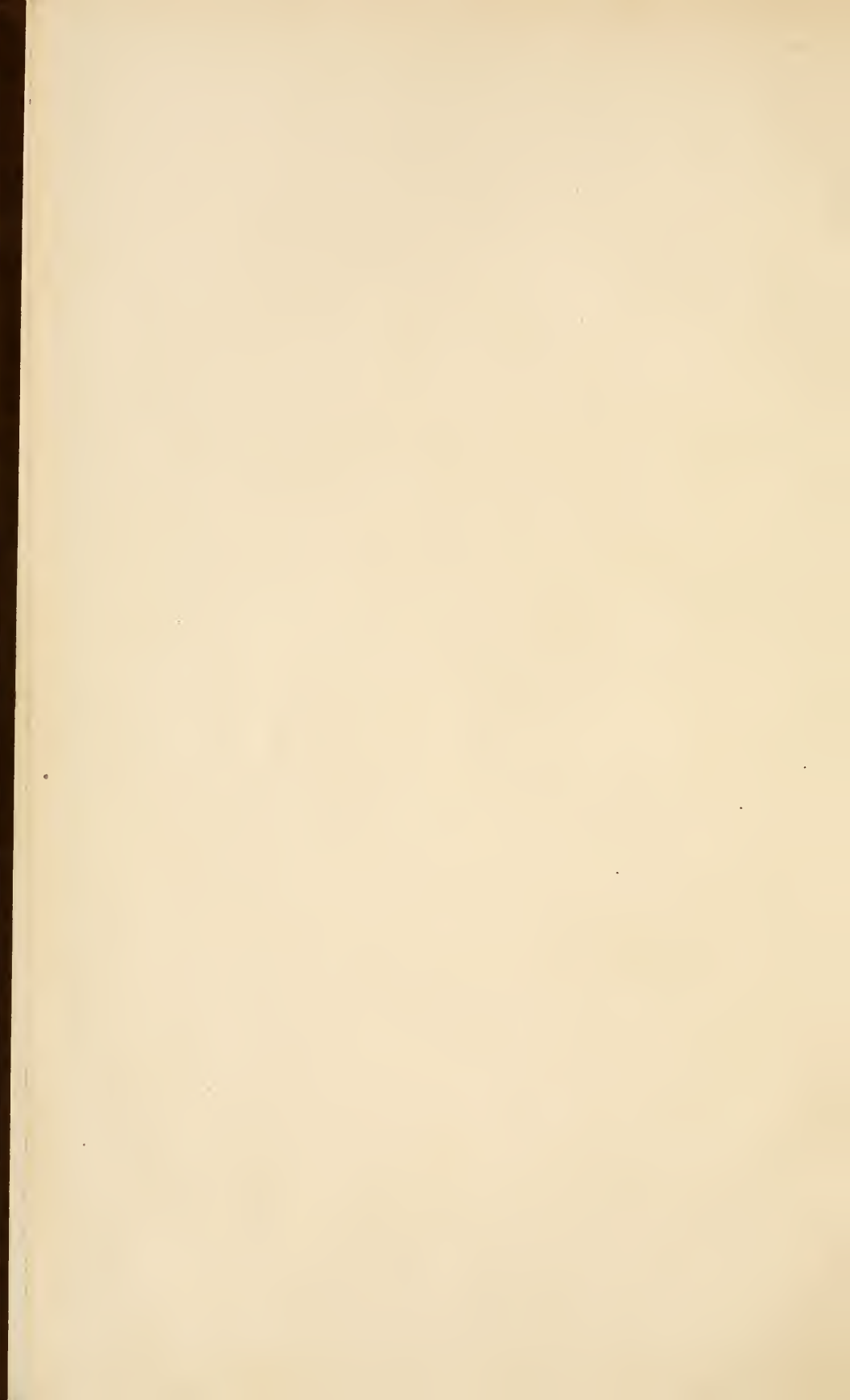


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DIGEST
OF THE
CONSTITUTIONS,
LAWS AND DECISIONS
OF THE
ANCIENT ORDER
OF
UNITED WORKMEN.

AS ADOPTED BY THE SUPREME LODGE, AT ITS SEVENTH ANNUAL
SESSION, AT NASHVILLE, TENN., MARCH, 1879.

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CONTENTS.

Chapter.	Page.
I. The Supreme Lodge.....	5
II. Grand Lodges in General.....	21
III. Grand Lodges under the Immediate Jurisdiction of the Supreme Lodge.....	33
IV. Grand Lodges as Separate Beneficiary Jurisdictions.....	34
V. Outline of the Beneficiary System.....	38
VI. Beneficiary Certificates.....	42
VII. Assessments for Beneficiary Fund.....	52
VIII. Beneficiary Fund.....	57
IX. Suspension from the Order.....	63
X. Reinstatement of Suspended or Expelled Members.....	66
XI. Subordinate Lodges, their Powers, Duties, etc.....	69
XII. Officers and Committees of Subordinate Lodges.....	77
XIII. Applications for Membership.....	89
XIV. Membership Degrees of the Order.....	95
XV. Degree of Honor.....	98
XVI. Past Master Workmen.....	99
XVII. Benefits to Sick and Disabled Members.....	102
XVIII. Fees, Dues, Fines, etc.....	103
XIX. Regalia, Emblems, Rituals, Pass-Words, Signs, etc.....	105
XX. New Lodges.....	109
XXI. Clearance and Final Cards.....	113
XXII. Charges, Trials, Appeals.....	117

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Chapter.	Page.
XXIII. Miscellaneous.....	121
XXIV. Instructions to Deputy Supreme Master Workmen.....	125
XXV. Rules of Order for Subordinate Lodges.....	128

APPENDIX

Forms used in the Order.....	137
Act of Incorporation.....	160

DIGEST OF THE LAWS AND DECISIONS

OF THE

ANCIENT ORDER OF UNITED WORKMEN.

CHAPTER I.

THE SUPREME LODGE.

NAME AND STYLE.

1. This body shall be known by the name and style of the "Supreme Lodge of the Ancient Order of United Workmen."—*Const., Art. I.*

POWERS.

2. The Supreme Lodge, when convened agreeably to the provisions of its Constitution, has original and exclusive jurisdiction over all subjects pertaining to the welfare of the Order, and appellate jurisdiction from the decisions of Grand Lodges and of Subordinate Lodges under its immediate jurisdiction; and its enactments and decisions, upon all questions, are the supreme law of the Order. Under these restrictions, the Supreme Lodge may hear and determine all matters of controversy or grievance which may be brought before it by appeal or otherwise; issue Charters to Grand Lodges, and to Subordinate Lodges in territory not under the jurisdiction of a Grand Lodge; reprove and punish the misconduct of Grand Lodges and of Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge; adopt laws and regulations of general application for the government of the Grand Lodges, and of the Subordinate Lodges under its immediate jurisdiction, and alter, amend or abrogate the same; regulate and control the unwritten work of the Order, which shall not be altered or amended except by a two-thirds vote of the Representatives present at an annual meeting; establish, print

and provide all charters, rituals of the Order, and clearance, traveling and final cards; make such assessments for revenue as may be necessary to defray the expense of the Supreme Lodge; and generally, do all things right and proper for the promotion of the honor, dignity and welfare of the order.—*Const., Art. IV, Sec. 1.*

3. The Supreme Lodge may adopt such regulations and general laws as may be deemed necessary for the welfare of the Order, not inconsistent with the provisions of its Constitution, and alter, amend or abrogate the same.—*Const., Art. XI.*

4. The Supreme Lodge shall issue, or cause to be issued, all certificates of the Beneficiary Fund.—*Const., Art. VIII, Sec. 4.*

5. *Note.*—The Constitution of the Supreme Lodge, Laws Applicable to Grand Lodges, and Laws of General Application, having been adopted by the Supreme Lodge in accordance with its powers as above enumerated, are of binding force on the entire Order, and can only be altered or amended by the Supreme Lodge. All Grand Lodges (those set apart as separate jurisdictions, as well as those under the immediate jurisdiction of the Supreme Lodge) having been granted power to issue Beneficiary Certificates, subject to the same laws, rules and regulations as those prescribed for the government of Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, it follows that the provisions of Article VII of the Supreme Lodge Constitution, and all other laws, rules and regulations of the Supreme Lodge in regard to the Beneficiary Fund, are of binding force in every jurisdiction throughout the Order. They can be modified only to adapt them to Grand Jurisdictions, but cannot be altered, repealed or amended except by the Supreme Lodge. In this view, the following laws are general, and cannot be altered or amended by Grand Lodges:

1. The Beneficiary Laws, Rules and Regulations.
2. Laws Applicable to Grand Lodges.
3. Laws of General Application.

6. To the Supreme Lodge is reserved the power to establish the Ancient Order of United Workmen in States and Countries where the same does not exist.—*Pro. 3d An. Sess. S. L. p. 146.*

7. To the Supreme Lodge belongs the exclusive power to design and regulate all the regalia, tools, emblems, and other paraphernalia for the work of the Order.—*Ib., p. 147.*

8. The Supreme Lodge has, and of right should have, absolute control over all the secret and ritualistic work of the Order.—*Pro. 6th An. Sess. S. L., p. 367.*

9. The Supreme Lodge has the power to correct a Grand Lodge Constitution submitted for its approval, so as to make it conform to the Constitution of the Supreme Lodge, and the Laws of General Application, regulations and decisions thereof.—*Pro. 4th An. Sess. S. L., p. 204.*

OF WHOM COMPOSED.

10. The Supreme Lodge shall consist of the following officers: Past Supreme Master Workman, Supreme Master Workman, Supreme Foreman, Supreme Overseer, Supreme Recorder, Supreme Receiver, Supreme Guide, Supreme Watchman, and three Trustees. Also, of the duly elected Representatives of Grand Lodges under the jurisdiction of the Supreme Lodge. All Past Supreme Master Workmen, other than the one in office as such, shall be entitled to all the rights of membership in the Supreme Lodge, except the right to vote, while they remain members of the Order in good standing.—*Const., Art. II, Sec. 1.*

ANNUAL MEETINGS.

11. The Supreme Lodge shall meet annually, on the third Tuesday in March, at such place as may be designated at the preceding annual meeting; *provided*, the time may be otherwise fixed by resolution passed at the preceding annual meeting. Should unavoidable circumstances arise, which, in the opinion of the Supreme Master Workman and a majority of the officers of the Supreme Lodge, would prevent a majority of the members from attending an annual meeting, he may postpone the same until such attendance can be had (not to exceed three months), due notice thereof being given to the members.—*Const., Art. III, Sec. 1.*

SPECIAL MEETINGS.

12. Special meetings of the Supreme Lodge shall be called by the Supreme Master Workman when requested so to do by a majority of the Representatives from one-third of the Grand Lodges.—*Const., Art. III, Sec. 2.*

QUORUM FOR BUSINESS.

13. No business shall be transacted in the Supreme Lodge except the admission of members and adjourning from time to time, unless there be present one or more of the Representatives from a majority of the Grand Lodges entitled to representation therein.—*Const., Art. III, Sec. 3.*

ELECTION OF OFFICERS AND TERMS OF OFFICE.

14. All the officers of the Supreme Lodge (except the Trustees, one of whom shall be elected each year to serve for three years) shall be chosen at each annual meeting by a majority of the votes cast, but no vote shall be counted which may be given for any one not in nomination. When only one nomination shall be made for an office, the Supreme Lodge may dispense with the ballot and elect by acclamation.—*Const., Art. IV, Sec. 2.*

REPORTS TO BE MADE BEFORE ELECTION OF OFFICERS.

15. The election of officers of the Supreme Lodge shall not take place until all officers required to make reports to the Lodge have done so, and said reports have been referred to appropriate

committees, and by them reported upon to the Lodge.—*Pro. 2d An. Sess. S. L., p. 63.*

SALARIES TO BE FIXED BEFORE ELECTION.

16. Officers of the Supreme Lodge to whom emoluments are paid, shall not be elected until the amount of salary for such office is first named.—*Pro. 7th An. Sess. S. L., p. 115.*

OFFICE, ELIGIBILITY TO.

17. Any Past Grand Master Workman in good standing, who is a member of a Grand Lodge, shall be eligible to any office in the Supreme Lodge.—*Const., Art. II, Sec. 1.*

OFFICER MAY ACT AS REPRESENTATIVE.

18. A brother may simultaneously act in the double capacity of an officer of the Supreme Lodge and a Representative from a Grand Lodge.—*Pro. 7th An. Sess. S. L., p. 107.*

RANK OF OFFICERS.

19. The officers of the Supreme Lodge rank in the following order: 1. Past Supreme Master Workman; 2. Supreme Master Workman; 3. Supreme Foreman; 4. Supreme Overseer; 5. Supreme Recorder; 6. Supreme Receiver; 7. Supreme Guide; 8. Supreme Watchman.—*Const., Art. II, Sec. 1.*

20. Of the Trustees, the oldest in office ranks first and acts as Chairman of the Board of Trustees.

21. Past Supreme Master Workmen (other than the one in office) hold honorary rank, and take precedence according to priority of date of attaining the honors of the office.

INSTALLATION OF OFFICERS.

22. The installation of officers is the first business in order after their election. The Senior Past Supreme Master Workman present (according to rank) officiates, using the prescribed form for installation as required by the Ritual of the Order.

23. *Note.*—If any officer is not present at the time for installation, it is within the power of the Supreme Lodge to declare his office vacant, and proceed forthwith to fill the vacancy.

BONDS OF OFFICERS.

24. The Supreme Recorder shall, when required to do so by the Supreme Lodge, execute a bond in such penalty as may be fixed by it, for the faithful discharge of the duties of his office.—*Const., Art. V, Sec. 3.*

25. The Supreme Receiver shall, before entering upon the discharge of his duty, execute and file with the Supreme Master Workman, an official bond, in such penalty as may be fixed from time to time by the Supreme Lodge, payable to the Supreme Mas-

ter Workman and his successors in office, with two or more sufficient sureties, to be approved by the Supreme Master Workman, Supreme Foreman and Supreme Overseer, conditioned that he will pay or deliver on demand to the Supreme Lodge or the Supreme Master Workman of the Supreme Lodge, or to his successor in office, or properly account for, all funds and property of the Supreme Lodge, or on any other account that shall come to his hands as Supreme Receiver and shall in all respects faithfully discharge the duties devolving upon him as Supreme Receiver, under the Constitution and rules and regulations of the Supreme Lodge; and should the Supreme Receiver fail or refuse, for twenty days after his election, to execute and have approved the bond herein required, it shall be the duty of the Supreme Master Workman, with the approval of the Supreme Foreman and Supreme Overseer, to appoint another Supreme Receiver, who shall execute a bond as herein required, and enter upon the discharge of the duties of the position.—*Const., Art. V, Sec. 4.*

26. The penalty of the bond of the Supreme Recorder is fixed at ten thousand dollars, and that of the Supreme Receiver at twenty thousand dollars.—*Pro. 5th An. Sess. S. L., p. 313.*

27. The bonds of officers shall contain the following clause: "The Beneficiary Fund which may come into my hands, shall be preserved by me intact, and paid over by me as the law of the Order directs, and in no case shall any claim which I may have against the Order be settled or plead as an offset against the collection from me of any of said fund by suit on this bond."—*Gen. Law 31.*

28. *Note.*—The Supreme Master Workman, Supreme Foreman and Supreme Overseer, accept and approve all official bonds required of Supreme Lodge officers.—[*See No. 29.*]

SUPREME MASTER WORKMAN, DUTIES AND POWERS OF.

29. It shall be the duty of the Supreme Master Workman, and he has the power, to preside in the Supreme Lodge; to exercise and discharge the executive functions of the Supreme Lodge when it is not in session; to convene any Subordinate Lodge under the immediate jurisdiction of the Supreme Lodge; to preside therein; to inspect their proceedings, and require their conformity to the rules and regulations of the Order; to require the attendance of, and information from, any officer of the Supreme Lodge respecting his office, and, for cause, to suspend such officer and appoint another in his stead to act until the next meeting of the Supreme Lodge; to grant dispensations for the formation of Grand Lodges, and charters for the organization of Subordinate Lodges to be under the immediate jurisdiction of the Supreme Lodge, in States and Territories where no Grand Lodge exists. He shall immediately notify the Supreme Recorder of the granting of such dispensations. He may appoint such deputies as may be necessary for the promotion of the interests of the Order, and

In such cases, shall require from each a bond with approved sureties, in such penalty as he may determine, and revoke such appointments at pleasure. At the annual meetings of the Supreme Lodge, he shall present a report, in detail, of his acts during the recess. He shall establish a pass-word semi-annually, which shall be the same throughout the Order. He shall examine and act upon all appeals submitted to him, first referring them to the Standing Committee on Appeals and Grievances, when in his opinion it is proper to do so. He shall, with the Supreme Foreman and Supreme Overseer, accept and approve all official bonds required of the officers of the Supreme Lodge. He shall sign all official documents emanating from the Supreme Lodge, and perform such other duties as may be required of him by the Supreme Lodge.—*Const., Art. V, Sec. 1.*

30. The Supreme Master Workman shall install or cause to be installed the officers elect of a new Grand Lodge, and forward or cause to be forwarded to the Supreme Recorder, a notice of the organization, and a list of the officers.—*Laws Ap. to G. L., Sec. 8.*

31. *Note.*—The Supreme Master Workman being required “to execute and discharge the executive functions of the Supreme Lodge when it is not in session,” it is his duty to exercise supervision over Grand Lodges, and to require compliance with the laws, rules and regulations of the Supreme Lodge.

VACANCY IN OFFICE OF SUPREME MASTER WORKMAN.

32. In case of the death, resignation, absence or inability to act, of the Supreme Master Workman, or of a vacancy in his office, the Supreme Foreman, the Supreme Overseer and the acting Past Supreme Master Workman shall, in succession, succeed to his prerogatives and duties for all purposes, and these officers shall perform such other duties as may from time to time be required of them by the Supreme Lodge. In the absence of all of these officers, the oldest Past Officer of the Supreme Lodge, present, according to rank, shall preside at all meetings.—*Const., Art. V, Sec. 2.*

SUPREME FOREMAN, DUTIES OF.

33. The Supreme Foreman is required to perform such duties as are appropriate to his station, and as may from time to time be required of him by the Supreme Lodge. In case of the death, resignation, absence or inability to act, of the Supreme Master Workman, or of a vacancy in his office, the Supreme Foreman shall succeed to his prerogatives and duties for all purposes.—*Const., Art. V, Secs. 2 and 5.*

34. It is the duty of the Supreme Foreman to act with the Supreme Master Workman and Supreme Overseer in the acceptance and approval of all official bonds required of the officers of the Supreme Lodge.—*Const., Art. V, Sec. 1.*

SUPREME OVERSEER, DUTIES OF.

35. The Supreme Overseer is required to perform such duties as are appropriate to his station, and as may, from time to time, be required of him by the Supreme Lodge. In case of the death, resignation, absence or inability to act, of the Supreme Master Workman, of a vacancy in his office, and of the death or absence of the Supreme Foreman, or his inability to perform the duties of said office, the Supreme Overseer shall succeed to the prerogatives and duties of the Supreme Master Workman for all purposes.—*Const., Art. V, Secs. 2 and 5.*

36. It is the duty of the Supreme Overseer to act with the Supreme Master Workman and Supreme Foreman in accepting and approving all official bonds required of the officers of the Supreme Lodge.—*Const., Art. V, Sec. 1.*

SUPREME RECORDER, DUTIES OF.

37. It shall be the duty of the Supreme Recorder to record the transactions of the Supreme Lodge; to receive, duly file, and safely keep all papers and documents of the Supreme Lodge; to prepare, sign and certify all charters, dispensations and other instruments emanating from the Supreme Lodge, and when necessary, affix the seal of the Supreme Lodge thereto; to keep an accurate account of all moneys received and paid out by himself, and of all drafts or warrants drawn on the Supreme Receiver, and to report the same to the Supreme Lodge annually, by items; also the Lodges that have neglected to render proper returns and are in arrears, and such general information as to the state of the Lodges and of the Order, as may be proper for the information or action of the Supreme Lodge; to conduct the correspondence of the Supreme Lodge; to attend, with all books and papers under his control, on all meetings of the Supreme Lodge, and perform such other duties as may, from time to time, be required by the Supreme Lodge. He shall, when required so to do by the Supreme Lodge, execute a bond in such penalty as may be fixed by it, for the faithful discharge of the duties of his office.—*Const., Art. V, Sec. 3.*

38. The Supreme Recorder shall, on or before the first day of each month, make full statement of all receipts and disbursements of Beneficiary Fund; the correctness of which statement shall be attested by the Supreme Lodge Finance Committee and the same sent to each Subordinate Lodge.—*Const., Art. VIII, Sec. 17.*

39. He shall publish on or before the first day of each month, a full statement by Lodges, of all Beneficiary Funds received from each Grand Lodge (not set apart as a separate jurisdiction,) and forward to each Grand Recorder a sufficient number to send each Subordinate Lodge in his jurisdiction one copy. The correctness of such statement shall be attested to by the Supreme Lodge Finance Committee.—*Const., Art. VII, Sec. 4.*

40. It shall be the duty of the Supreme Recorder, in the reports required of him each month, in addition to the receipts and disbursements of Beneficiary Funds of the Supreme Lodge, to include by States, the amount disbursed by separate jurisdictions; also the names of all expelled members as reported; and he shall send a sufficient number of copies to each separate jurisdiction, to supply each Subordinate Lodge thereof with one copy.—*Const., Art. VIII, Sec. 20.*

41. *Note.*—From the three preceding paragraphs it will be seen that the monthly statement of the Supreme Recorder is to contain: (1) a statement, by Lodges, of all receipts for Beneficiary Fund from Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, as well as from those under Grand Lodges not set apart as separate jurisdictions; (2) a statement of all disbursements of the Beneficiary Fund by the Supreme Lodge; (3) a statement of the amount of the Beneficiary Fund received and disbursed by each separate jurisdiction; (4) a list of the names of all expelled members not previously reported; (5) a statement of the receipts and disbursements of the General Fund of the Supreme Lodge. Each Subordinate Lodge in the entire Order is to receive a copy of this monthly statement.

42. The Grand Recorder of each Grand Lodge set apart as a separate jurisdiction, shall make report in gross to the Supreme Recorder each month of beneficiary moneys received and disbursed in his jurisdiction, and the Supreme Recorder shall make record of the same in the books of the Supreme Lodge.—*Const., Art. VI, Sec. 4.*

43. The Supreme Recorder shall pay over to the Supreme Receiver all moneys belonging to the General Fund, whenever the sum in his hands shall reach fifty dollars.—*Pro. 3d An. Sess. S. L., p. 87.*

44. The Supreme Recorder is required to keep a book in which shall be entered, with appropriate index, all deaths in his jurisdiction.—*Pro. 4th An. Sess. S. L., p. 202.*

45. The Supreme Recorder's annual report, closing March 1st, of each year, shall be printed and ready for distribution to the Supreme Lodge on the first day of each annual session.—*Pro. 7th An. Sess., S. L., p. 56.*

Note.—Further provisions in regard to the duties of the Supreme Recorder will be found in the chapters on Beneficiary Certificates, Assessments, Grand Lodges, etc.

SUPREME RECEIVER, DUTIES OF.

46. It shall be the duty of the Supreme Receiver to take charge of all the funds and property of the Supreme Lodge not otherwise disposed of; pay all orders drawn on him by the Supreme Master Workman, attested by the Supreme Recorder, with the seal of the Supreme Lodge attached, for appropriations made by the Supreme Lodge; to render in writing to the Supreme Lodge

at each annual meeting, and oftener if required by the Supreme Lodge or the Supreme Master Workman, a true and perfect account of his receipts and expenditures, by items, and from whom received and to whom paid, and the amount of funds and property in his hands, and, when required by the Supreme Lodge or the Supreme Master Workman, to deliver to the Finance Committee, for examination, the books and vouchers pertaining to his office. He shall execute a receipt for all moneys coming into his hands, stating therein on what account the same is received, and he shall, in all cases, cause said receipt to be countersigned by the Supreme Recorder. The Supreme Receiver shall perform such other duties as may from time to time be required of him by the Supreme Lodge.—*Const., Art. V, Sec. 4.*

47. The Supreme Receiver shall receipt through the Supreme Recorder for all Beneficiary Funds received by him from Subordinate Lodges.—*Const., Art. VIII, Sec. 17.*

SUPREME GUIDE, DUTIES OF.

48. The Supreme Guide shall perform such duties as are appropriate to his station, and as may from time to time be required by the Supreme Lodge.—*Const., Art. V, Sec. 5.*

SUPREME WATCHMAN.

49. The Supreme Watchman shall perform such duties as are appropriate to his station, and as may from time to time be required by the Supreme Lodge.—*Const., Art. V, Sec. 5.*

TRUSTEES, DUTIES OF.

50. The Trustees shall perform such duties as may from time to time be required by the Supreme Lodge.—*Const., Art. V, Sec. 5.*

PAST SUPREME MASTER WORKMAN, DUTIES OF, ETC.

51. The acting Past Supreme Master Workman shall perform such duties as are appropriate to his station, and as may from time to time be required by the Supreme Lodge.—*Const., Art. V, Sec. 5.*

52. In case of the death, resignation, absence or inability to act, of the Supreme Master Workman, or of a vacancy in his office, not filled by the Supreme Foreman or Supreme Overseer, the acting Past Supreme Master Workman shall succeed to the prerogatives and duties of the Supreme Master Workman for all purposes.—*Const., Art. V, Sec. 2.*

53. The Junior Past Supreme Master Workman is an officer and member of the Supreme Lodge, and as such is entitled to a vote. If he is absent from the meetings of the Supreme Lodge, his name not having been enrolled as a member present during the meeting, a vacancy exists for the time in the office, which must be filled. The one appointed to fill the vacancy is entitled to all the rights and privileges of the position, including that of

voting as a member of the Supreme Lodge.—*Pro. 7th An. Sess., S. L., p. 113.*

STANDING COMMITTEES.

54. At each annual meeting the Supreme Master Workman shall appoint the following Standing Committees: 1. On Finance; 2. On Appeals and Grievances; 3. On Laws and Supervision; 4. On Returns.—*Sup. L. Const., Art. IV, Sec. 3.*

55. The Committee on Finance and on Laws and Supervision shall be appointed at the close of each annual meeting, to act until the close of the next annual meeting.—*Const., Art. IV, Sec. 3.*

56. The Standing Committees appointed at the close of each annual meeting, viz: the Committee on Finance and the Committee on Laws and Supervision, are required to meet at the place fixed for the annual meetings of the Supreme Lodge, three days before the meeting, at which time there shall be placed in their hands all business requiring action, and their reports thereon shall be submitted to the Supreme Lodge on or before the second day of the meeting thereof.—*Pro. 6th An. Sess. S. L., p. 399.*

57. *Note.*—The Committee on Appeals and Grievances, and that on Returns, are appointed at the beginning of each annual meeting, and act only during its continuance.

COMMITTEE ON FINANCE, DUTIES OF.

58. It is the duty of the Committee on Finance to examine all bills presented to the Supreme Lodge; to make out a pay roll showing the mileage and per diem due each member; to receive from the Supreme Recorder all propositions for printing and supplies ordered by the Supreme Lodge; to direct to whom contracts shall be given; to fix the price to be paid for supplies; to examine the books and accounts of the Supreme Recorder and Supreme Receiver whenever required so to do by the Supreme Lodge, or the Supreme Master Workman; to submit, at each annual meeting, a statement of the property and the assets and liabilities of the Supreme Lodge; and to perform such other duties as may be required by the Supreme Lodge or the Supreme Master Workman.—*Const., Art. IV, Sec. 3.*

59. They shall attest to the correctness of the monthly statements made by the Supreme Recorder of the Beneficiary Funds received from each Grand Lodge.—*Const., Art. VII, Sec. 4.*

60. The Finance Committee shall attest to the correctness of the monthly statement made by the Supreme Recorder of the receipts and disbursements of the Beneficiary Fund.—*Const., Art. VIII, Sec. 17.*

61. No order shall be made by the Supreme Recorder upon the Beneficiary Fund in the Subordinate Lodges except with the ap-

proval of the Supreme Lodge Finance Committee.—*Const., Art. VIII, Sec. 17.*

62. All bills, previous to payment, must receive the endorsement of the majority of the Finance Committee.—*Pro. 3d An. Sess. S. L., p. 153.*

63. In the event that the Chairman of the Finance Committee shall find it impracticable to secure the attendance of either of the other members of said Committee when required to perform any duty, he may select to assist him in doing so any one or more Master Workman degree members of the Order in good standing.—*Pro. 5th An. Sess. S. L., p. 313.*

64. During the *interim* of the sessions of the Supreme Lodge it shall be the duty of the Finance Committee to establish the price of any printed work or supplies not before established, and report their action at the next session of the Supreme Lodge.—*Pro. 3d An. Sess. S. L., p. 143.*

COMMITTEE ON APPEALS AND GRIEVANCES, DUTIES OF.

65. It is the duty of the Committee on Appeals and Grievances to examine and report upon all appeals and grievances from Grand or Subordinate Lodges or members thereof, referred to it by the Supreme Lodge or the Supreme Master Workman.—*Const., Art. IV, Sec. 3.*

66. *Note.*—The Committee on Appeals and Grievances is appointed at the beginning of each annual meeting to serve during the meeting. The duty of examining appeals and grievances during the *interim*, is placed upon the Committee on Laws and Supervision.

COMMITTEE ON LAWS AND SUPERVISION, DUTIES OF.

67. To examine and report upon the Constitution, By-Laws, Rules and Regulations of Grand Lodges, and of Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge. When the Supreme Lodge is not in session, their report shall be made to the Supreme Master Workman, and the Constitution, By Laws, Rules and Regulations of the Grand and Subordinate Lodges aforesaid, shall have no binding force until approved by the Supreme Lodge or the Supreme Master Workman.—*Const., Art. IV, Sec. 3.*

68. The Committee on Laws and Supervision shall, during the recess of the Supreme Lodge, in addition to other duties required of it, examine and report upon all appeals and grievances from Grand or Subordinate Lodges, or members thereof, referred to it by the Supreme Lodge or the Supreme Master Workman.—*Const., Art. IV, Sec. 3.*

COMMITTEE ON RETURNS AND CREDENTIALS, DUTIES OF.

69. It is the duty of the Committee on Returns and Credentials to examine and report upon all returns to the Supreme Lodge and the credentials of the members thereof.—*Const., Art. IV, Sec. 3.*

SPECIAL COMMITTEES.

70. Special Committees may be appointed by the Supreme Lodge, or the Supreme Master Workman, from time to time, as circumstances may require.—*Const., Art. IV, Sec. 3.*

PAST OFFICERS.

71. All Past Supreme Master Workmen, other than the one in office as such, shall be entitled to all the rights of membership in the Supreme Lodge, except the right to vote, while they remain members of the Order, in good standing.—*Const., Art. II, Sec. 1.*

72. In the absence of the Supreme Master Workman, the Supreme Foreman, the Supreme Overseer, and the acting Past Supreme Master Workman, the oldest Past Officer of the Supreme Lodge present, according to rank, shall preside at all meetings.—*Const., Art. V, Sec. 2.*

REPRESENTATIVES.

73. Each Grand Lodge shall be entitled to three Representatives in the Supreme Lodge.—*Const., Art. II, Sec. 2.*

74. Past Grand Master Workmen only are eligible to election as Supreme Representatives.—*Laws Ap. to G. L., Sec. 7.*

75. Any Grand Lodge failing to pay all assessments made upon it, or to make returns as required, shall forfeit all right to representation in the Supreme Lodge, and the names of its Representatives shall not be enrolled as members of the Supreme Lodge.—*Const., Art. IX.*

76. In case of a vacancy in the Representatives from a Grand Lodge, the Grand Master Workman thereof may appoint a qualified Past Grand Master Workman to serve until the vacancy may be filled by a new election; provided, that in no case can a brother be appointed who is not in good standing in the Subordinate Lodge to which he belongs.—*Laws Ap. to G. L. Sec. 20.*

VOTING.

77. Each member of the Supreme Lodge has one vote, only, and each Grand Lodge, in addition, shall be entitled to one vote for each one thousand members under its jurisdiction, as shown by its last official return to the Supreme Lodge, and for any fraction of a thousand over five hundred, one additional vote; but no Grand Lodge shall have more than five votes. This shall be the ratio of voting in all elections, and also when such a vote shall be demanded by five members. All other matter shall be deter-

mined by a majority of the members present, and in case of a tie, the presiding officer gives the casting vote. The vote to which each Grand Lodge is entitled, shall be cast by its Representatives in such manner as they may agree, the senior Representative or Representatives, in age, being entitled to preference in case of disagreement; unless the Grand Lodge shall designate otherwise at the time of electing such Representatives.—*Const., Art. IV, Sec. 2.*

VISITORS.

78. All Past Grand Master Workmen and Past Master Workmen, in good standing, who are members of a Grand Lodge, shall be admitted to seats in the Supreme Lodge as visitors.—*Const., Art. II, Sec. 1.*

DEPUTY SUPREME MASTER WORKMAN.

79. The Supreme Master Workman may appoint such Deputies as may be necessary for the promotion of the interests of the Order, and in such case shall require from each a bond with approved sureties, in such penalty as he may determine, and revoke such appointment at pleasure.—*Const., Art. VI, Sec. 1.*

80. *Note.*—Deputy Supreme Master Workmen, being appointed by the Supreme Master Workman, for specific purposes, and their appointments being revocable at his pleasure, they are not officers of the Supreme Lodge, nor entitled to any rank or position in the same by virtue of their appointment as Deputies. Their reports are made to the Supreme Master Workman, and not to the Supreme Lodge.

81. A Deputy Supreme Master Workman who institutes a Grand Lodge shall receive the same compensation as he does for instituting a Subordinate Lodge.—*Pro. 3d An. Sess. S. L., p. 132.*

82. If a Grand Lodge is instituted by the Supreme Master Workman, he shall be paid by the Supreme Lodge his actual necessary expenses, if the distance does not exceed five hundred miles from his place of residence; and for any distance exceeding five hundred miles, a Deputy Supreme Master Workman shall institute the Grand Lodge, or the Grand Lodge instituted shall pay the additional expenses of the Supreme Master Workman.—*Ibid.*

83. The compensation which an instituting officer shall be allowed for instituting a new Lodge under the immediate jurisdiction of the Supreme Lodge, shall be fifty dollars. Grand Lodges may determine what shall be paid for their services in their respective jurisdictions.—*Pro. 5th An. Sess. S. L., p. 62.*

DECISIONS.

84. All decisions of the Supreme Lodge have the force and effect of law throughout the whole Order wherever applicable. The decisions of the Supreme Master Workman have the same force unless reversed or changed by the Supreme Lodge.

QUESTIONS OF LAW.

85. It is no part of the duty of the Supreme Lodge or of its committees to entertain or answer mere abstract questions of constitutional construction. The Constitution and Laws of the Order amply provide the proper mode of deciding all questions that properly arise in the transactions of the Order. The practice of propounding and answering questions, as above indicated, shall, from this time, cease.—*Pro. 7th An. Sess. S. L., p. 114.*

UNWRITTEN WORK.

86. The unwritten work of the Order shall not be altered or amended except by a two-thirds vote of the Representatives present at an annual meeting.—*Const., Art. IV, Sec. 1.*

SECRET JOURNAL.

87. All the proceedings of the Supreme Lodge, whilst in secret session, and all of the secret work of the Order, written and unwritten, shall be recorded and described, and all changes and amendments noted, in a suitable book (or books), to be known as the Secret Journal, which Journal shall be in the possession of the Supreme Master Workman, and shall be brought to every annual session of the Supreme Lodge.—*Pro. 2d An. Sess. S. L., p. 63.*

RULES OF ORDER OF THE SUPREME LODGE.

88. 1. At each session of the Supreme Lodge, the proper officer shall call the Lodge to order at the hour fixed for opening.

2. The proper officer shall take the chair each day precisely at the time fixed for the meeting, and immediately call the members to order, and on the appearance of a quorum proceed to business.

3. At the expiration of 30 minutes after the specified time of meeting, if there be not a quorum, the members present may organize informally, call the roll, note the absentees, make an order for their fine or censure, and may adjourn to such time as they may deem right or proper, or they may send the Guide for absentees.

4. No question relating to the construction of the Constitution or interpretation of the General Laws shall be entertained, unless in writing, and the same shall not be acted upon until it has been referred to the Committee on Laws and Supervision.

5. The meetings of this Lodge shall commence in the morning at 9 o'clock, and in the afternoon at 2 o'clock.

6. No member shall speak more than twice on the same question without leave of the Lodge, and not then until every member present has had an opportunity to speak to the question.

7. All members entitled to a vote shall vote on all questions.

8. All resolutions, petitions, reports of committees and officers shall be in writing and signed by the authors thereof.

9. Any or all of these rules may be suspended or amended, or the following order of business may be transposed by a two-thirds vote of the Supreme Lodge.

10. The previous question may be ordered by a majority vote of the Supreme Lodge.

PARLIAMENTARY MANUAL.

89. "Roberts' Rules of Order" shall govern the parliamentary practice of the Supreme Lodge, and of all Grand Lodges when not otherwise provide for.—*Gen Law*, 48.

DAILY ORDER OF BUSINESS.

90. 1. Calling the roll of Officers and Representatives.
2. Reading of the Journal.
3. Report of Committee on Credentials.
4. Presentation of Resolutions, Memorials, Petitions and Appeals.
5. Report of Committee on Finance and Mileage.
6. " " Appeals and Grievances.
7. " " Laws and Supervision.
8. " Special Committees.
9. Unfinished Business.
10. New Business.

—*Pro. 5th An. Sess. S. L.*, pp. 284-286.

91. Propositions intended for the consideration of the several Committees, shall be referred without the vote of the Supreme Lodge, and all such propositions must be printed or written in duplicate; and if in writing, they must be written on paper half as large as a sheet of foolscap, one copy of each proposition to be filed by the Supreme Recorder, and one placed in the hands of the committee to whom it was referred.—*Pro. 4th An. Sess. S. L.*, p. 178; *5th An. Sess.*, p. 249.

ACCEPTANCE OF INVITATIONS.

92. No invitation to attend any meeting, reception, entertainment or excursion, for the Supreme Lodge as a Lodge, shall be accepted, unless by a two-thirds vote of the Supreme Lodge.—*Pro. 7th An. Sess. S. L.*, p. 106.

SEALS.

93. The impress seal of the Supreme Lodge is the official seal of the Supreme Recorder and of all financial matters of the Supreme Lodge; and the electrotype seal is the official seal of the Supreme Master Workman. The same law applies to all State Grand Lodges.—*Pro. 1st An. Sess. S. L.*, p. 14.

94. The Supreme Recorder shall have a chromatic seal plate to print the seals in colors, and the same shall be affixed to charts by him, and have the impress seal of the Supreme Lodge on the same.—*Pro. 5th An Sess. S. L.*, p. 315.

95. The Supreme Recorder is hereby directed to attach a chromatic seal to each charter sold or issued by the Supreme Lodge. *Pro. 7th An. Sess. S. L.*, p. 93.

SUPREME LODGE REGALIA.

(See Chapter XIX)

WORKING TOOLS, SAMPLES OF TO BE DISPLAYED.

96. Samples of the working tools adopted by the Supreme Lodge for the use of Subordinate Lodges, shall be exposed at each session of the Supreme Lodge, for the benefit of the Representatives.—*Pro. 4th An. Sess. S. L., p. 199.*

DISTINGUISHING COLOR.

97. The distinguishing color of the Supreme Lodge shall be purple.—*Pro 2d An. Sess. S. L., p. 45.*

FINANCIAL YEAR.

98. The Supreme Lodge financial year shall close on the last day of February of each and every year, at which time the books shall be closed and balanced, and the new financial year shall commence on the first day of March in each and every year, and the assessment notices shall be numbered 1, 2, 3, etc., during the financial year.—*Pro. 4th An. Sess. S. L., p. 206.*

99. The fiscal year of the Supreme Lodge, in all its relations with Grand and Subordinate Lodges, shall be determined as commencing with the first day of March and closing with the last day of February following.—*Pro. 7th An. Sess. S. L., p. 73.*

MILEAGE AND PER DIEM.

100. The officers of the Supreme Lodge, and the Representatives and members thereof, and the Standing Committees appointed at the close of each annual meeting, shall be entitled to three dollars for each day of actual attendance at the meeting of the Supreme Lodge, or under its order, and ten cents per mile traveled one way in going to and returning from the place of meeting, the distance to be computed by the nearest practicable route.—*Pro. 6th An. Sess. S. L., p. 399.*

MONEYS, HOW PAID OUT.

101. All moneys paid by the Supreme Lodge shall be paid through the Supreme Receiver.—*Pro. 4th An. Sess. S. L., p. 202.*

102. No money shall be paid out of the General Fund for any purpose, except upon an order drawn by the Supreme Master Workman upon the Supreme Receiver, countersigned by the Supreme Recorder, with the seal of the Supreme Lodge attached.—*Pro. 3d An. Sess. S. L., p. 87.*

PRINTING AND SUPPLIES.

103. The Supreme Recorder shall be required to received proposals for all printing and supplies ordered by the Supreme Lodge, and shall refer said proposals to the Committee on Fi-

nance, who shall direct to whom contracts shall be given.—*Pro. 4th An. Sess. S. L., p. 202; Const., Art. IV, Sec. 3.*

SUPREME LODGE REVENUE.

104. The assessments for revenue made by the Supreme Lodge shall be prescribed, from time to time, by the regulations thereof, and of which due notice shall be given to all concerned.—*Const., Art. IX.*

CONSTITUTION, AMENDMENTS TO.

105. Alterations and amendments to the Constitution of the Supreme Lodge may be made at any annual meeting of the Supreme Lodge, by a vote of two-thirds of the entire number to which the members enrolled at such meeting are entitled.—*Const., Art. XI.*

SUBORDINATE LODGE CONSTITUTION.

106. No alteration or amendment shall be made to the Constitution for Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, unless the same be proposed in writing at a regular meeting of the Supreme Lodge and adopted by a two-thirds vote.—*Sub. L. Const., Art. XIX.*

GENERAL LAWS.

107. A vote of two-thirds of the entire number of members enrolled at any meeting of the Supreme Lodge, is necessary to alter, amend or abrogate any of the provisions of the General Laws of the Order.—*Pro. 7th An. Sess. S. L., p. 114.*

CHAPTER II.

GRAND LODGES IN GENERAL.

Note.—The laws and decisions in this Chapter are such as are applicable to *all* Grand Lodges. Those which apply only to Grand Lodges under the immediate jurisdiction of the Supreme Lodge, and those applicable only to Grand Lodges as separate jurisdictions, will be found in the two following Chapters.

MEMBERSHIP.

108. By virtue of authority from the Supreme Lodge, Ancient Order of United Workmen, Grand Lodges are established in States, Districts and Territories, and are composed only of the Past Master Workmen in good standing in the Subordinate Lodges under the jurisdiction of such Grand Lodges.—*Laws Ap. to G. L., Sec. 1.*

109. *Note.*—Each State or Territory in which the Supreme Lodge organizes Subordinate Lodges, being regarded as a field for a future Grand Lodge, the usage is to number the Subordinate Lodges of each State separately, so that when Grand Lodges are afterwards established, the Subordinate Lodges under each will be regularly numbered from No. 1 up. The same rule is applied to the numbering of Beneficiary Certificates. When it may be advisable that a small State or Territory should be joined with a contiguous one to form a field for a future Grand Lodge, the Lodges in each would be numbered in a separate series, but regarded in all respects the same as if they belonged to a single State. The term “District” in the above law refers to such territory as may be designated by the Supreme Lodge as a Grand Lodge jurisdiction.

ARREARAGES TO BE PAID BEFORE INSTITUTION.

110. No Grand Lodge shall be instituted until all the Subordinate Lodges in the State, District or Territory petitioning for a Grand Lodge shall have paid all arrearages to the Supreme Lodge. *Laws Ap. to G. L., Sec. 14.*

FORMATION OF GRAND LODGES.

111. When ten or more Subordinate Lodges in any State, District or Territory in which there is no Grand Lodge, shall petition the Supreme Master Workman to institute a Grand Lodge in such State, District or Territory, he shall direct the Supreme Recorder to notify each Subordinate Lodge in such State, District or Territory, to elect three Representatives on the first meeting night after the receipt of the notice, from among its Past Master Workmen in good standing, to participate in the formation of the Grand Lodge.—*Laws Ap. to G. L., Sec. 3.*

REPRESENTATIVES TO NEW GRAND LODGES.

112. If a Subordinate Lodge, when notified to elect Representatives to participate in the formation of a Grand Lodge, or at any subsequent election of Representatives, is without the requisite number of Past Master Workmen in good standing, it may elect a number sufficient to fill the quota, from the Master Workman degree members in good standing, who, by virtue of such election and service as Representatives, become Past Master Workmen.—*Ib., Sec. 4.*

OFFICERS, ELECTION OF, AND TERM OF OFFICE.

113. The Representatives elected in accordance with the last two preceding sections [Nos. 111 and 112], together with such Past Master Workmen in good standing as may choose to attend, shall meet at such time and place as may be specified by the Supreme Master Workman, and proceed to organize a Grand Lodge, by electing a Past Grand Master Workman, a Grand Master Workman, a Grand Foreman, a Grand Overseer, a Grand Re-

corder, a Grand Receiver, a Grand Guide, and a Grand Watchman, who shall serve until the next regular election ; at which time and at each succeeding regular election thereafter, said officers shall be elected to serve for the term of one year.—*Laws Ap. to G. L., Sec. 5.*

114. *Note.*—Grand Lodge officers hold their offices until their successors are elected, or appointed, and installed.

115. At the institution of a Grand Lodge, three Trustees may be elected ; one to serve until the next regular election after the organization of the Grand Lodge; one to serve one year, and one to serve two years after said election, and as their terms expire, their successors shall be elected to serve three years.—*Ib., Sec. 6.*

EXTENSION OF TERM UNLAWFUL.

116. It is not competent for a Grand Lodge to provide by resolution or otherwise, that its officers shall hold their offices to a period extending beyond its annual meeting next ensuing.—*Pro. 5th An. Sess., p. 301.*

ELIGIBILITY TO OFFICE.

117. Past Master Workman degree members in good standing in the Order, although not Representatives from Subordinate Lodges, are eligible to office in the Grand Lodge of which they are members.—*Laws Ap. to G. L., Sec. 15.*

118. *Note.*—Past Master Workmen, being members of the Grand Lodge of the jurisdiction to which they belong, whether elected Representatives or not, are also eligible to appointment on any committee of the Grand Lodge.

INSTALLATION OF OFFICERS.

119. The Supreme Master Workman shall install or cause to be installed the officers elect of a new Grand Lodge, and forward or cause to be forwarded to the Supreme Recorder, a notice of the organization, and a list of the officers.—*Laws Ap. to G. L., Sec. 8.*

120. *Note.*—The Senior Past Grand Master Workman, present, installs the officers of a Grand Lodge after its first session. In case any officer elected should not be present at the time for installation, the Grand Lodge can declare his office vacant, and proceed to fill the vacancy by a new election.

POWERS, ETC.

121. Grand Lodges shall have full control and authority over the Subordinate Lodges in their several jurisdictions (subject, however, to appeal to the Supreme Lodge), and must adopt for their government a uniform constitution and code of trials, provided they shall not conflict with the Constitution of the Supreme Lodge, or the general laws adopted by the Supreme Lodge for the government of the Order.—*Laws Ap. to G. L., Sec. 9.*

122. The Constitution prescribed for the government of Subordinate Lodges may be altered or amended in the same manner as that prescribed for the alteration or amendment of Grand Lodge Constitutions.—*Ib.*, *Sec.* 18.

123. Grand Lodges shall enforce upon their Subordinate Lodges a strict adherence to the forms, ceremonies, charges, and regalia prescribed by the Supreme Lodge, and to the general laws for the government of the Order; and they shall be responsible for any irregularity or violation they may sustain or allow.—*Ib.*, *Sec.* 10.

124. Grand Lodges may, when such a course shall be deemed beneficial, permit their Subordinate Lodges to meet either once in two weeks, or semi-monthly, instead of weekly, in which case the term of officers must be twelve months instead of six months; provided, that Grand Lodges may provide for a twelve months' term in all cases, if deemed expedient.—*Ib.*, *Sec.* 12.

BENEFICIARY CERTIFICATES MAY BE ISSUED BY GRAND LODGES.

125. When a Grand Lodge has been formed in accordance with the provisions of the Constitution of the Supreme Lodge, and so long as it shall act under a charter granted by the Supreme Lodge, it shall be lawful for such Grand Lodge to issue beneficiary certificates to members of the Subordinate Lodges in its jurisdiction, in like manner, and subject to the same laws, rules and regulations as those prescribed for and governing the Supreme Lodge; and the collection and disbursement of the Beneficiary Fund, in such jurisdiction, shall be in accordance with the rules and regulations set forth in Art. VII of the Constitution of the Supreme Lodge.—*Sup. L. Const.*, *Art. VII*, *Sec.* 1.

GRAND LODGE CONSTITUTION AND BY-LAWS.

126. Grand Lodges may adopt Constitutions and By-Laws for their government, not inconsistent with the Constitution and General Laws of the Supreme Lodge, provided such Constitution shall be in force when approved by the Supreme Master Workman, unless disapproved by the Supreme Lodge. After the institution of a Grand Lodge and the adoption of a Constitution, no alteration or amendment shall be made to such Constitution, unless such alteration or amendment be proposed in writing, at a session of the Grand Lodge, at least three months previous to the annual session of said Grand Lodge, a copy of which shall be submitted to each Subordinate Lodge, and if adopted at the next annual session of the Grand Lodge by a vote of two-thirds of the entire number to which the members enrolled at such meeting shall be entitled, and approved as above, the same shall be in force, and not otherwise; provided, Grand Lodges may, by such vote of two-thirds, abrogate the foregoing provisions requiring the alteration or amendment to be proposed in writing at a session of the Grand Lodge at least three months previous to the annual session, and that a copy be submitted to each Subordinate Lodge.—*Laws Ap. to G. L.*, *Sec.* 17.

127. *Note.*—Alterations or amendments to Grand or Subordinate Lodge Constitutions, to make them conform to the constitution, laws or requirements of the Supreme Lodge, may be made by a majority vote of a Grand Lodge at any session; and it is the duty of Grand Lodges, in all cases, to make such alterations or amendments without delay.

CONSTITUTION NOT TO BE SET ASIDE.

128. There is no power or authority authorizing the alteration or amendment of Grand Lodge Constitutions, except the law of the Supreme Lodge and the Constitutions themselves. These rules must be conformed to. There is no dispossessing power in the Order, which can set them aside to meet any exigency or emergency.—*Pro. 7th An. Sess. S. L., p. 9.*

PAST GRAND MASTER WORKMEN.

129. A Grand Lodge, except at its organization, has no right to elect a Past Grand Master Workman.—*Pro. 6th An. Sess. S. L., p. 408.*

130. Grand Lodges not having a sufficient number of Past Grand Master Workmen, may, according to custom or usage, elect as Representatives to the Supreme Lodge those who have not filled the position of Grand Master Workman, and in such case the rank of Past Grand Master Workman is conferred by the Supreme Lodge.—*Ib.*

131. The Grand Master Workman occupies the position of Past Grand Master Workman upon passing out of office, and should a vacancy occur in the position of Past Grand Master Workman, by reason of the re election of the Grand Master Workman, or for any other cause, such vacancy should be filled by temporary appointment, not giving any of the rights or privileges of Past Grand Master Workman to the one appointed.—*Ib.*

132. A Grand Lodge has not the right to confer the honor of Past Grand Master Workman otherwise than by election to that position upon its formation, or an election to the position of Grand Master Workman, under the provisions of the constitutions and laws.—*Pro 5th An. Sess. S. L., p. 304.*

133. *Note.*—The rule in regard to Past Master Workmen, laid down in Section 19 of Laws Applicable to Grand Lodges, and the established usage in regard to Past officers generally, is applicable to Past Grand Master Workmen, namely, that an officer becomes entitled to the Past rank by regularly filling the position of presiding officer at the close of a term. A Grand Master Workman, regularly elected and installed, if he vacate or is removed from the office before the end of the term, is not entitled to the rank of Past Grand Master Workman, but the honor is to be conferred upon the one legally serving as Grand Master Workman at the end of the term.

134. Grand Recorders, who have served as such for two consecutive years, shall be entitled to all the honors and prerogatives of Past Grand Master Workman, provided their respective Grand Lodges may have so determined by a two-thirds vote.—*Laws Ap. to G. L., Sec. 7.*

135. It is the sense of the Supreme Lodge, that hereafter the degree of Past Grand Master Workman cannot, and should not, be conferred upon any members of the Order other than Past Grand Master Workmen, or Representatives to the Supreme Lodge; provided, however, that the foregoing shall not apply to such officers as are entitled to the same, under our Constitution and the amendments thereto.—*Pro. 7th An. Sess. S. L., p. 122.*

REPRESENTATIVES TO SUPREME LODGE.

136. Three Representatives to the Supreme Lodge shall be elected at the time of institution of a Grand Lodge, in accordance with the Supreme Lodge Constitution, to serve until the next regular election; at which time, and at each succeeding regular election thereafter, Representatives shall be elected to serve one year. Past Grand Master Workmen only are eligible to elections as Supreme Representatives.—*Laws Ap. to G. L., Sec. 7.*

APPOINTMENT IN CASE OF VACANCY.

137. In case of a vacancy in the Representatives from a Grand Lodge, the Grand Master Workman thereof may appoint a qualified Past Grand Master Workman to serve until the vacancy may be filled by a new election; provided, that in no case can a brother be appointed who is not in good standing in the Subordinate Lodge to which he belongs.—*Ib., Sec. 20.*

138. *Note.*—The rule in the decision above (No. 130) will also apply to cases of vacancy. If there is no Past Grand Master Workman to fill the vacancy, a Past Master Workman may be appointed.

REPRESENTATIVES TO SUPREME LODGES ARE OFFICERS OF GRAND LODGES.

139. Representatives to the Supreme Lodge are officers of the Grand Lodge from which they are sent, and are entitled to mileage and per diem as other Grand Lodge officers while attending the meetings of their Grand Lodge.—*Pro. 4th An. Sess. S. L., p. 216.*

GRAND MASTER WORKMAN, DUTIES OF.

140. *Note.*—It is the duty of the Grand Master Workman, as the executive head of the Order in his jurisdiction, to enforce upon all officers and Subordinate Lodges a compliance with the constitutions, laws, rules and regulations of the Order, and “a strict adherence to the forms, ceremonies, charges and regalia

prescribed by the Supreme Lodge." It is his duty to preside at all sessions of the Grand Lodge, and exercise the usual functions of a presiding officer, as well as to perform such other duties as the Grand Lodge, by its constitution or otherwise, may assign to him. He discharges the executive functions of the Grand Lodge when the Lodge is not in session, and exercises a general supervision over the Order in his jurisdiction, making a report of the state of the same, and of his acts and official decisions to the Grand Lodge. The particular duties assigned to the Grand Master Workman in each jurisdiction will be found defined in the Grand Lodge Constitution.

OFFICE OF GRAND MASTER WORKMAN DOES NOT BECOME VACANT.

141. A Grand Lodge at a called session cannot declare the *office* of the Grand Master Workman vacant. In fact the *office* does not become vacant. The *office* under the Constitution and Laws always exists, and by the same authority is filled by the person elected to that position by the Grand Lodge, or by one whose official position enables or authorizes him by succession to perform the duties of the office until an election shall be had. The election must take place at an *annual* meeting of the Grand Lodge. Any Grand Lodge *officer* may be impeached as an officer or an individual, and his place filled until the ensuing annual election either by succession or appointment, as provided in the Constitution, that is, by succession in cases so provided for, as that of Grand Master Workman, or by appointment, as in case of subordinate officers as to whom there is no provision for succession.

GRAND FOREMAN, DUTIES OF.

142. *Note.*—It is the duty of the Grand Foreman to assist the Grand Master Workman, and in his absence to preside over the Grand Lodge. In case of the death, resignation, removal or disability of the Grand Master Workman, the duties of the office devolve upon the Grand Foreman, who, by service until the end of the term, becomes entitled to the rank of Past Grand Master Workman.

GRAND OVERSEER, DUTIES OF.

143. *Note.*—The Grand Overseer's duty is to render the Grand Master Workman such assistance as may be required of him, and to perform such other duties as are enjoined by the laws, rules and regulations of the Order.

GRAND RECORDER, DUTIES OF.

144. *Note.*—The duties of the Grand Recorder, in general are: To record the proceedings of the Grand Lodge, conduct its correspondence, have charge of its seal, books and papers, keep its records and registers, receive moneys and pay them over to the Receiver, draw orders for money when authorized, attest official

papers, issue Beneficiary Certificates, prepare Charters for Subordinate Lodges, etc. The details of his duties are to be found in the Grand Lodge Constitutions.

[For duties required specially of Grand Recorders of Grand Lodges set apart as separate beneficiary jurisdictions, and also of those of Grand Lodges under the immediate jurisdiction of the Supreme Lodge, see next two Chapters.]

145. The Grand Recorder of each Grand Lodge shall, on or before the 15th day of each month, make report to the Supreme Recorder of the number of Beneficiary Certificates in his jurisdiction in force on the first day of the month, together with the number issued, suspended and renewed since the date of the last report. He shall also transmit to the Supreme Recorder on or before the tenth day of March of each year, a detailed statement up to the first day of March, of the total amount of Beneficiary money received and paid out and to whom; also the total amount paid out for other benevolent purposes; also a detailed statement of the account between the Grand Lodge and the Supreme Lodge of the general fund during the year.—*Laws Ap. to G. L., Sec. 16.*

LISTS OF EXPELLED MEMBERS.

146. It shall be the duty of the Recorders of all Subordinate Lodges to send to the Supreme or Grand Recorders under whose jurisdiction they may be, with their monthly returns, the names of all brethren expelled from the Order for any cause whatever, and each Grand Recorder shall keep a register of said names and forward the same with his monthly statements to the Supreme Recorder, who shall keep a register of the said names, and send them with his monthly statement to all Grand Lodges and such Subordinate Lodges as are under the immediate jurisdiction of the Supreme Lodge, and the Grand Recorders shall send a list of said names to all the Subordinate Lodges under their respective jurisdictions, with their monthly statements, and the Recorder of each Subordinate Lodge shall, immediately upon the receipt of the same, enter said names in alphabetical order in a book provided for that purpose.—*Gen. Law 32.*

[The lists and registers above referred to are to include the names only of brethren *expelled* from the Order, not of those *suspended* from the Order for non-payment of assessments or dues.]

Note.—Other duties of Grand Recorders in connection with Beneficiary Fund, Appeals, etc., will be found specified in chapters relating to such subjects. See also No. 159 for duties when Grand Lodge is formed and whilst it remains connected with Supreme Lodge as to Beneficiary Fund.

GRAND RECEIVER, DUTIES OF.

147. *Note.*—The Grand Receiver is the custodian of the moneys of the Grand Lodge. His duties in general are similar to those of the Supreme Receiver, modified by such provisions as the different Grand Lodges may have made in their constitutions.

GRAND GUIDE AND GRAND WATCHMAN.

148. *Note.*—The duties of these officers are such as are enjoined by the laws, rules and regulations of the Order, and as may be prescribed by the different Grand Lodges in conformity with the same.

GRAND TRUSTEES, DUTIES OF.

149. *Note.*—The Grand Trustees have generally the charge and supervision of the funds which the Grand Lodge may direct to be loaned or otherwise invested; also of property of the Grand Lodge. Their duties are specifically regulated by each Grand Lodge in its constitution.

SITTING PAST GRAND MASTER WORKMAN, DUTIES OF.

150. *Note.*—The duties of the acting Past Grand Master Workman are not specifically set forth in any constitutional provision. By custom or usage his duties in the Grand Lodge are in general similar to those of a Past Master Workman in a Subordinate Lodge, modified, of course, by the difference in the functions of the two bodies.

DEPUTY GRAND MASTER WORKMAN.

151. A District Deputy Grand Master Workman is not an officer of a Grand Lodge.—*Pro. 3d An. Sess. S. L., p. 143.*

152. *Note.*—Deputy Grand Master Workmen are subordinates or representatives of the Grand Master Workman, and report to him and not directly to the Grand Lodge. Their appointment gives them no rights or privileges in the Grand Lodge, neither does it conflict with their serving as Representatives, if duly qualified and elected. The manner of their appointment, and the defining of their jurisdictions and duties are regulated by the Constitutions and regulations of the different Grand Lodges. When their duties are limited to a district, they are styled District Deputy Grand Master Workmen. Lodge Deputies are also provided for by several Grand Lodges. There is no general law on the subject of Deputy Grand Master Workmen, and there is considerable variety in the provisions in regard to them in different Grand Lodge jurisdictions. In general, Deputies are representatives of the Grand Master Workman in the district assigned to them, and it is their duty to see that the work of the Order is performed uniformly and the laws and regulations complied with; to install, or cause to be installed, the officers of Subordinate Lodges; to receive the semi-annual reports and Grand Lodge dues; institute new Lodges, and have a general care and supervision of the interests of the Order within their districts.

FAILURE OF OFFICER TO FILE BOND.

153. An officer of a Grand Lodge who has been installed before filing the required bond, and who has been given a specified time in which to file the same, is to be regarded as having re-

signed his office if he afterwards declines to execute and file the bond within the specified time. A vacancy in the office is thus created which must be filled in the manner provided for in the Grand Lodge Constitution.—*Pro. S. L., 7th An. Sess., p. 62.*

REPRESENTATIVES TO GRAND LODGE.

154. *Note.*—Sections 3, 4 and 5, of Laws Applicable to Grand Lodges, provide for the election of three Representatives from each Subordinate Lodge, when a Grand Lodge is to be formed. Grand Lodges, after their formation, provide in their constitutions as to the number of Representatives each Subordinate Lodge shall be entitled to, and the time and manner of their election. None but Past Master Workmen are eligible to election as Representatives, unless the Lodge has not a sufficient number of Past Master Workmen, in which case any Master Workman degree member in good standing may be elected (see No. 112 and by virtue of such election and service as a Representative, becomes entitled to the rank and honors of a Past Master Workman. No member is eligible to election as a Representative unless he be in good standing in his Subordinate Lodge. Should a Representative, after his election, become out of good standing, and disqualified to vote or hold office in his Subordinate Lodge, he would thereby become also disqualified to vote or hold office in the Grand Lodge.

BENEFICIARY CERTIFICATES, SUM TO BE PAID FOR.

155. Grand Lodges may reduce the sum to be paid for Beneficiary Certificate, to less than one dollar.—*Sup. J. Const., Art. VIII, Sec. 3.*

LEGISLATIVE BUSINESS.

156. Grand Lodges have the right to transact their legislative business upon a representative basis, and may confer upon their elective officers the privilege of speaking and voting upon all questions that may arise.—*Laws Ap. to G. L., Sec. 11.*

DISPENSATIONS.

157. *Note.*—The power of a Grand Master Workman to grant dispensations for the conferring of more than one degree on the same person on the same evening is recognized in the Subordinate Lodge Constitutions in all jurisdictions, and by usage is also generally exercised by Deputy Grand Master Workmen. The power to grant dispensations for other purposes is not generally defined and limited. The Constitutions of the Grand Lodge of Pennsylvania and Iowa give the Grand Master Workman and his Deputies authority to grant dispensations "when they may deem it for the interest of the Order, and not in violation of any fundamental law, or inconsistent with the usage of the Order." This limitation of the right to grant dispensations seems to be one which is necessary to the preservation of the uniformity and sys-

tem which are requisite to maintain the stability of the Order. However, it is to be understood as a fixed rule of the Order that no dispensation can be granted to set aside or disregard any general law of the Order, nor a By-Law of a Subordinate Lodge.

SEALS.

158. The impressed seal of a Grand Lodge is the official seal of the Grand Recorder and of all financial matters of the Grand Lodge, and the electrotype seal is the official seal of the Grand Master Workman.—*Pro. 1st An. Sess. S. L., p. 14.*

DUTIES OF SUPREME RECORDER WHEN NEW GRAND LODGE IS FORMED.

159. Immediately upon the formation of a Grand Lodge, the Supreme Recorder shall make out and deliver to the Grand Recorder a full register, by Lodges, of all Master Workman degree members under such Grand Lodge, showing the number in good standing, as well as those suspended, in each Subordinate Lodge. He shall transfer to the Grand Recorder the Medical Examiner's reports and the applications upon which Beneficiary Certificates were issued. He shall also make out a full record of the officers of each Subordinate Lodge, and the amount of Beneficiary Fund received and disbursed by each Subordinate Lodge prior to such date.—*Sup. L. Const., Art. VII, Sec. 2.*

PER CAPITA TAX.

160. Grand Lodges shall pay annually an amount equal to five cents for each member under their jurisdiction on the first day of January preceding each annual meeting. These payments shall be made to the Supreme Recorder on or before the first day of March each year.—*Pro. 5th An. Sess. S. L., p. 312.*

161. Grand Lodges instituted subsequent to January 1st, shall not be required to pay to the Supreme Lodge the per capita tax of five cents per member, provided the Subordinate Lodges under their jurisdiction shall have paid the semi-annual tax to the Supreme Lodge due at that time.—*Pro. S. L., 7th An. Sess., p. 63.*

162. Grand Lodges are not required to pay per capita tax on Junior Workman and Senior Workman degree members.—*Ibid.*

DELINQUENCY IN REVENUE ASSESSMENTS AND RETURNS.

163. Any Grand Lodge failing to pay all assessments made upon it (for Supreme Lodge revenue), or to make returns as required, shall forfeit all right to representation in the Supreme Lodge, and the names of its Representatives shall not be enrolled as members of the Supreme Lodge. If such assessments be not paid within thirty days after notice thereof, the Supreme Master Workman shall suspend the Charter of such delinquent Lodge, and the members thereof from all rights and privileges of the

Beneficiary Fund and of the Order. Said suspension may be removed at any time within three months, upon the payment of all assessments due, if in the opinion of the Supreme Master Workman, the welfare of the Order may so require.—*Sup. L. Const., Art. IX.*

164. *Note.*—The effect of the suspension of a Grand Lodge under the above Article would be to suspend all Past Master Workmen in the jurisdiction from all rights and privileges of the Beneficiary Fund and the Order.

SUSPENSION OF GRAND LODGE.

165. When a Grand Lodge is suspended for any cause, the Subordinate Lodges under its jurisdiction shall, during such suspension, be under the control of the Supreme Lodge, subject to the laws governing Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge.—*Gen. Law 35.*

CHARTER, REVOCATION OF.

166. A Grand Lodge shall not be deprived of its Charter nor have its authority annulled or suspended (unless otherwise provided in the Constitution and laws of the Supreme Lodge) except for violation of the constitutional enactments, rules and edicts of the Supreme Lodge, duly charged by two or more Representatives, and sustained by a vote of two-thirds of the Representatives present at an annual meeting of the Supreme Lodge.—*Laws Ap. to G. L., Sec. 2.*

167. When the number of Subordinate Lodges in the jurisdiction of any Grand Lodge shall be reduced to five, the Charter of such Grand Lodge shall, upon the petition of a majority of said Lodges, be revoked, and they shall revert to the immediate jurisdiction of the Supreme Lodge.—*Ib., Sec. 13.*

RITUALS AND RITUALISTIC WORK.

168. No Grand Lodge has the power or authority to refuse or neglect to comply with the action and requirements of the Supreme Lodge as to the Rituals of the Order. The Supreme Lodge has absolute control over all the secret and ritualistic work of the Order.—*Pro. 6th An. Sess. S. L., pp. 362, 367.*

COLOR.

169. The distinguishing color of the Grand Lodge is *Blue.*—*Pro. 2d An. Sess. S. L., p. 46.*

MEETINGS, TIME OF.

170.—Pennsylvania—Annual session, second Tuesday in January.

New York—Annual session, first Tuesday in February.

Ohio—Annual session, fourth Tuesday in January.

Indiana—Annual session, third Tuesday in February.

Illinois—Annual session, first Tuesday in February.

Missouri—Annual session, second Tuesday in January.

Michigan—Annual session, first Tuesday in February, at Detroit.

Iowa—Annual session, first Tuesday in February.

Tennessee—Annual session, Thursday after the first Monday in April, at Nashville.

Wisconsin—Annual session, first Wednesday in February.

Kentucky—Annual session, third Tuesday in January.

California—Annual session, third Tuesday in January; semi-annual session, third Tuesday in July.

Minnesota—Annual session, first Tuesday in February.

Georgia—Annual session, _____

Kansas—Annual session, first Tuesday in February.

Ontario—Annual session, third Tuesday in February.

Massachusetts—Annual session, fourth Tuesday in February.

CHAPTER III.

GRAND LODGES UNDER THE IMMEDIATE JURISDICTION OF THE SUPREME LODGE.

Note.—This Chapter contains such provisions as are applicable only to Grand Lodges under the immediate jurisdiction of the Supreme Lodge and not to others. All that is contained in the preceding Chapter is also applicable to such Grand Lodges.

GRAND RECORDER, DUTIES OF.

171. The Grand Recorder shall make record of all matters received from the Supreme Recorder (see No. 159) in the books of the Grand Lodge; keeping such books in like manner and form as prescribed by the Supreme Lodge, and he shall, in like manner thereafter, keep a full record of all Beneficiary Certificates issued, and from the monthly statements of each Subordinate Lodge keep a full record of the status of all Master Workman degree members in his jurisdiction. He shall, upon the receipt of official notice of the death of any Master Workman degree member in good standing, immediately forward to the Supreme Recorder the notice thereof, attested by the seal of the Grand Lodge, and accompanied by the application and Medical Examiner's report of the deceased. He shall, upon official notice from the Supreme Recorder ordering assessments for the Beneficiary Fund, immediately proceed to assess on and collect from all Master Workman degree members in his jurisdiction in like manner and form, and subject to the same laws, rules and regulations, as prescribed for and governing the assessing and collect-

ing the Beneficiary Fund from Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge. He shall make report not later than the 15th of each month, to the Supreme Recorder, of all moneys received for the Beneficiary Fund, giving the name, number, location, and the amount paid by each Subordinate Lodge in his jurisdiction, and he shall forward with said monthly report a draft, payable to the order of the Supreme Receiver, for the amount so shown by the statement. He shall also make report to the Supreme Recorder, on the 15th day of each month, of all Subordinate Lodges wherein the members are suspended under the provisions of Sec. 8 of Beneficiary Article governing Subordinate Lodges.—*Const., S. L., Art. VII, Sec. 3.*

172. Upon receiving official notice from the Supreme Recorder, ordering assessments for the Beneficiary Fund, the Grand Recorder shall immediately notify each Subordinate Lodge in his jurisdiction. Any Subordinate Lodge failing or declining to make returns (as required by the Beneficiary Article) so as to insure their receipt by the Grand Recorder during the first week of each month, shall be again notified, and should such returns fail to be made within one week from the date of said second notice, all certificates under the jurisdiction of said Lodge shall stand suspended until said returns are made.—*Sup. L. Const., Art. VII, Sec. 3; Art. VIII, Sec. 8.*

PAYMENT OF DEATH LOSSES.

173. The Supreme Recorder shall adjust all losses, and in settlement thereof shall draw an order on the Supreme Receiver, payable to the party entitled, and forward the same to the Recorder of the Subordinate Lodge of which the deceased was a member.—*Sup. L. Const., Art. VII, Sec. 4.*

BENEFICIARY CERTIFICATES, ETC.

Note.—The issuing of Beneficiary Certificates by Grand Lodges is "subject to the same laws, rules and regulations as those prescribed for and governing the Supreme Lodge."—*Sup. L. Const., Art. VII, Sec. 1.* These will be found in Chapters VI, VII and VIII.

CHAPTER IV.

GRAND LODGES AS SEPARATE BENEFICIARY JURISDICTIONS.

SEPARATION.

174. When a Grand Lodge shall have under its jurisdiction two thousand Master Workman degree members in good standing, such Grand Lodge may petition the Supreme Lodge to be set apart as a separate beneficiary jurisdiction, with power to collect

and disburse, within itself, the Beneficiary Fund, subject to and in accordance with the general laws, rules and regulations of the Supreme Lodge. Such petition so made, may be granted by a majority vote of the Supreme Lodge at any annual meeting; provided, that at the date of granting such petition the combined number of Master Workman degree members in good standing, still remaining under the jurisdiction of the Supreme Lodge, shall not be less than three thousand; and provided, further, that such Grand Lodge so petitioning shall fully comply with the specified conditions of the Supreme Lodge.—*Sup. L. Const., Art. VI.*

[The conditions referred to in the above Section will be found in Nos. 176, 177, 178 and 182.]

175. The use of the term "separate jurisdiction" may convey an erroneous impression if the Article of the Constitution in which it is used is not somewhat carefully considered. The Order is a unit—no part of it is really *separate* from any other part. The same principles and general laws, rules and regulations are in force throughout the entire Order. The only separation which takes place is in the Beneficiary Fund, which, in a Grand Lodge, "set apart as a separate beneficiary jurisdiction," is collected and disbursed in such jurisdiction, and is applied only to the death losses occurring therein; but this collection and disbursement is subject to, and is to be made "in accordance with the general laws, rules and regulations of the Supreme Lodge (see *Sup. L. Const., Art. VI, 1st paragraph*). Grand Lodges under the immediate jurisdiction of the Supreme Lodge, and those set apart as a separate beneficiary jurisdiction, are therefore governed by the same general laws, and are subject to the same rules, regulations and restrictions, except that in one case the Beneficiary Fund is forwarded to the Supreme Recorder and is applied to the payment of death losses occurring in the membership under the immediate jurisdiction of the Supreme Lodge, and in the other it is retained and disbursed in the jurisdiction of the Grand Lodge. The unity of the Order is further shown in the fact that if the membership under a Grand Lodge set apart as a separate beneficiary jurisdiction becomes reduced to less than 2,000, it reverts back to the immediate jurisdiction of the Supreme Lodge, which latter body becomes responsible for the payment of all death losses occurring thereafter in the membership under the jurisdiction of such Grand Lodge.

BENEFICIARY FUND, MANAGEMENT OF.

176. Each Grand Lodge set apart as a beneficiary jurisdiction shall manage within itself the beneficiary department, assessing, collecting and disbursing the Beneficiary Fund, in accordance with and governed by the general laws and usages prescribed by the Supreme Lodge to Subordinate Lodges under its immediate jurisdiction, and no alteration or amendment to such laws or usages shall be made except by the Supreme Lodge.—*Sup. L. Const., Art. VI, No. 3.*

[The "laws and usages" referred to in the above Section will be found in detail in Chapters VI, VII and VIII.]

ASSESSMENTS ON DEATHS OCCURRING PREVIOUS TO DATE OF SEPARATION.

177. A Grand Lodge set apart as a separate beneficiary jurisdiction shall be responsible for and shall pay (to the Supreme Recorder) all assessment of the Beneficiary Fund on deaths occurring on and before the date of separation; and all losses occurring in the jurisdiction of said Grand Lodge up to and including said date, shall be paid by the Supreme Lodge.—*Sup. L. Const., Art. VI, No. 1.*

SURPLUS MONEYS, GRAND LODGE NOT ENTITLED TO.

178. A Grand Lodge set apart as a separate beneficiary jurisdiction shall not receive or be entitled to any surplus moneys that may be in the Beneficiary Fund of the Supreme Lodge after settlement has been made of losses occurring prior to the date of separation.—*Sup. L. Const., Art. VI, No. 2.*

GRAND RECORDER, DUTIES OF.

179. *Note.*—Paragraph No. 3, of Article VI, of the Supreme Lodge Constitution (see No. 174) provides that in Grand Lodges set apart as separate beneficiary jurisdictions, the assessing, collecting and disbursing of the Beneficiary Fund shall be "in accordance with and governed by the general laws and usages prescribed by the Supreme Lodge to Subordinate Lodges under its immediate jurisdiction." The duties of the Grand Recorder and Grand Receiver of such Grand Lodges, in connection with the Beneficiary Fund, are therefore similar to those prescribed for the Supreme Recorder and Supreme Receiver in regard to this subject, for which see the various provisions relating to the same in the different Chapters.

180. No order shall be made by the Grand Recorder upon the Beneficiary Fund in the Subordinate Lodges until there is less than two thousand dollars in the Beneficiary Fund in the Grand Lodge, nor shall any such order be made except with the approval of the Grand Lodge Finance Committee.—*Sup. L. Const., Art. VIII, Sec. 17; Art. VI, Sec. 1.*

181. The Grand Recorder of each Grand Lodge set apart as a separate beneficiary jurisdiction, shall make report in gross to the Supreme Recorder each month of beneficiary moneys received and disbursed in his jurisdiction, and the Supreme Recorder shall make record of the same in the books of the Supreme Lodge.—*Sup. L. Const., Art. VI, No. 4.*

GRAND RECEIVER, DUTIES OF.

[See No. 179.]

BENEFICIARY FUND, INCREASE OF.

182. Each Grand Lodge, set apart as a separate beneficiary jurisdiction, may enact laws and regulations providing for the creating and disbursing of an increase of the Beneficiary Fund; provided, such increase shall form a separate and distinct fund, and shall in no manner affect the Beneficiary Fund as it now exists; and provided further, that such laws and regulations shall be submitted to and receive the approval of the Supreme Lodge.—*Sup. L. Const., Art. VI, No. 6.*

183. *Note.*—As any fund created by a Grand Lodge under the power granted in the above section would be “separate and distinct” from the Beneficiary Fund provided for in the general laws of the Order, the Supreme Lodge would not incur any liability under the certificates issued for such increase of fund. The contract would be solely between the Grand Lodge and the members under it. In the event of the membership under the Grand Lodge becoming reduced to less than 2,000, and reverting to the immediate jurisdiction of the Supreme Lodge, the latter body would not be responsible for the payment of such certificates, as it is for those issued under the general laws of the Order.

SINKING OF RELIEF FUND.

184. Grand Lodges set apart as separate beneficiary jurisdictions may provide for a sinking or relief fund, in such manner as they may deem proper; but such sinking or relief fund shall not in any of its provisions conflict with or delay the payment of the benefit due on the Beneficiary Certificate of any deceased member.—*Sup. L. Const., Art. VI, Sec. 7.*

REDUCTION OF MEMBERSHIP OF LESS THAN 2,000.

185. Should any Grand Lodge set apart as a separate jurisdiction be, from any cause, reduced to less than 2,000 members, it shall immediately come under the control of the Supreme Lodge, and the members in said jurisdiction shall have the same privilege and benefits, and be subject to the same duties and liabilities to the Supreme Lodge as if said Grand Lodge had never been set apart as a separate jurisdiction for the collection and disbursement of the Beneficiary Fund; and said Grand Lodge shall collect, pay over and disburse all moneys in the same manner as required before it was set apart as a separate jurisdiction, or as the law requires for Grand Lodges that have never been set apart as a separate jurisdiction.—*Sup. L. Const., Art. VI. No. 5.*

186. *Note.*—In carrying into effect the above constitutional provision, in the case of the Grand Lodge of Ohio, it was decided, at a conference of the Supreme Master Workman and other Supreme Lodge officers with the officers of the Grand Lodge, that the date at which the membership under the jurisdiction of the Grand Lodge was reduced to less than 2,000, should be taken as the date at which the Grand Lodge ceased to exist as a

separate beneficiary jurisdiction; that all death losses occurring after such date should be assumed by the Supreme Lodge, and that the membership in Ohio would be liable to assessments on them in connection with the other membership under the immediate jurisdiction of the Supreme Lodge. In regard to the death losses which occurred previous to that date, and which remained unsettled, it was decided that the membership in Ohio as a separate jurisdiction, was responsible to the amount of one dollar for each member on each death, which amount the Grand Lodge should assess and collect in the same manner and under the same rules and regulations as before the change, and that any deficiency in the full amount of \$2,000 on each death loss should be assumed and met by the Supreme Lodge. It was held by the Supreme Master Workman, in this case, that as all beneficiary certificates, whether issued by separate jurisdiction or directly by the Supreme Lodge, are issued by authority of the Supreme Lodge (Sup. L. Const., Art. VIII, Sec. 4); and that no member can lawfully be required to pay more than one dollar on any one death loss; therefore, any deficiency in the full amount of \$2,000, caused by a lack of membership in a separate jurisdiction, must be assumed and paid by the Supreme Lodge.

CHAPTER V.

OUTLINE OF THE BENEFICIARY SYSTEM.

Note.—The following summary of the Beneficiary System of the Order is given for the purpose of presenting its principal features in a connected form, so that its general plan may be more clearly seen. The laws, rules and regulations from which this summary is made up will be found in detail in the following Chapters.

PURPOSE OF THE SYSTEM.

The purpose of the Beneficiary System of the Order is to secure the sum of \$2,000 to each member's family, or to such person or persons as he may choose to designate—such amount to be payable at his death. The fund from which these payments are made, is raised, as needed, by assessments of one dollar each upon the members. The steps by which this system is carried out, are in general as follows:

APPLICATION FOR BENEFICIARY CERTIFICATE.

Immediately after the Junior Workman degree has been conferred upon an applicant, he makes application for the two succeeding degrees, and at the same time signs the application for

Beneficiary Certificate. This is required, in order that the application may be forwarded to the Grand or Supreme Recorder, and the Beneficiary Certificate received before the Master Workman degree is conferred on the brother.

FORWARDING APPLICATION, ETC.

The Recorder immediately forwards the application, with the certificate fee, to the Grand or Supreme Recorder, as the case may be, and the Beneficiary Certificate is issued and returned to the Recorder of the Subordinate Lodge in time for delivery to the brother when he receives the third degree.

DELIVERY OF CERTIFICATE TO MEMBER.

When the Master Workman degree is to be conferred upon an applicant, his Beneficiary Certificate is countersigned by the Master Workman and Recorder, and attested by the seal of the Lodge. The Recorder also enters a record of it in proper form in the Beneficiary Certificate Register Book. It is then ready for delivery to the brother, and is handed to him at the close of the degree ceremony.

NOTICE OF DEATH.

Upon the death of a brother lawfully entitled to participate in the Beneficiary Fund, the Subordinate Lodge of which he was a member sends notice (through its Recorder) in the prescribed form (Form No. 5) to the Grand or Supreme Recorder, as the case may be.

NOTICE OF ASSESSMENT.

When a death occurs, if the amount of the Beneficiary Fund on hand in the Supreme Lodge or in any Grand Lodge set apart as a separate jurisdiction, will meet the payment of the required amount of \$2,000, no assessment is made, but if the amount on hand is less than \$2,000, then notice of an assessment is sent to each Subordinate Lodge in such jurisdiction, on the first day of the following month.

FORWARDING FUND FROM SUBORDINATE LODGE.

Upon receipt of a notice of assessment, each Subordinate Lodge forwards to the Grand or Supreme Recorder, the amount of the Beneficiary Fund on hand in the Lodge, the same being one dollar for each member of the Lodge whose certificate has not been held suspended, and such sums as have been received on certificates which have been renewed. The amount is sent by the Receiver, by a draft payable to the order of the Supreme or Grand Receiver, or in such other manner as the Supreme or Grand Lodge may direct. A record of the amount forwarded is to be entered on the minutes of the Subordinate Lodge.

NOTICE TO MEMBERS.

When the Lodges are notified of an assessment, written notices are sent out by the Financier, not later than the eighth day of the month, to each member of the Lodge.

TIME OF PAYMENT.

Each member is required to pay his assessment or assessments on or before the 28th day of the month, and on failure to do so his certificate stands suspended.

TWO OR MORE ASSESSMENTS AT SAME TIME.

If two or more assessments are called for at the same time, the amount of such assessments must be paid by each member within the same time, and subject to the same penalty, as in the case of a single assessment. The Receiver, as soon as the notice of assessment is received, forwards the Beneficiary Fund on hand, as above stated, which pays one assessment. On or before the first day of the following month (the collections having been made in meantime) he forwards the amount due from the Lodge on each additional assessment.

AMOUNT OF ONE ASSESSMENT ON HAND IN SUBORDINATE LODGE.

When notice of an assessment or assessments is received, the Lodge forwards, as above stated, the amount of the Beneficiary Fund it has on hand. It then collects from each member, by the 28th of the month, one dollar on each assessment notice received by the Lodge. If but one assessment has been made, this replaces the Beneficiary Fund, ready for the next notice. If more than one assessment has been made, the amount of each additional assessment is also forwarded on or before the first of the next month, leaving one dollar for each valid certificate still on hand. Thus the Lodge begins each month with its obligations fully discharged, and the proper amount on hand to meet the next call.

FAILURE OF SUBORDINATE LODGE TO FORWARD BENEFICIARY FUND.

If any Subordinate Lodge fails to forward its Beneficiary Fund, so that the same may reach the Grand or Supreme Recorder during the first week of the month for which the notice was issued, it is again notified, and if the fund is not forwarded within one week from the date of such second notice, all certificates under the jurisdiction of the delinquent Lodge stand suspended.

SUSPENSION OF CERTIFICATES.

If any member fails to pay his assessment or assessments on or before the 28th day of the month, his certificate is held suspended, and until the suspension is removed he forfeits all right to participation in the Beneficiary Fund.

RENEWAL OF CERTIFICATE.

At any time within three months from the suspension of a certificate for non-payment of assessments, the same may be renewed, or restored to validity, by payment of all assessments due on the same. If not so renewed within three months, then the following conditions must be complied with to obtain a renewal within six

months: 1. The member in arrears must be examined by the Medical Examiner of the Lodge, and be recommended by him for membership. 2. He must pay all the assessments for which he would have been liable had he remained a member in good standing. 3. The consent of the Lodge by a majority vote must be obtained.

ANNULLING OF CERTIFICATE AND SUSPENSION FROM THE ORDER.

The foregoing statements, it will be observed, refer to the *suspension of a certificate*, subject to renewal within a limited time. If the conditions are not complied with and a renewal obtained within six months, then the *certificate is annulled*, and the delinquent member *suspended* from all the rights, benefits and privileges of the Order. He is virtually out of the Order, but can be reinstated in it and have his certificate renewed by the consent of the Lodge, upon his complying with the conditions enumerated below.

REINSTATEMENT OF MEMBER AND RENEWAL OF CERTIFICATE.

A member *suspended from the Order* for non-payment of dues or arrearages of Beneficiary Assessments, can only be reinstated in the following manner: 1. He must pay the amount he was in arrears at the date of his suspension from the Order, and also the sum of ten dollars, to be appropriated to the library fund or to the general fund of the Lodge. 2. He must make application in the same manner and form as that prescribed for admission to membership, and be elected in a similar manner, but he is not required to pay any initiation or degree fees. 3. If his application is approved, he must pay into the Beneficiary Fund of the Lodge the sum of one dollar. Upon compliance with these conditions, his Beneficiary Certificate will be renewed.

SUSPENSION OR EXPULSION.

A member suspended or expelled from the Order, for any cause whatever, forfeits all claims to the Beneficiary Fund.

CHANGE OF DIRECTION AS TO PAYMENT.

Any member holding a Beneficiary Certificate, desiring, at any time, to make a new direction as to its payment, may do so in writing on the back of his certificate, in the form prescribed (see Form No. 6), attested by the Recorder, with the seal of the Lodge attached, and by paying to the Grand or Supreme Lodge the sum of fifty cents.

CHAPTER VI.

BENEFICIARY CERTIFICATES.

WHENCE ISSUED.

187. The Supreme Lodge shall issue, or cause to be issued, all certificates of the Beneficiary Fund.—*Sup. L. Const., Art. VIII, Sec. 4.*

188. *Note.*—The Supreme Lodge issues Beneficiary Certificates directly to all Master Workman degree members of Subordinate Lodges working under its immediate jurisdiction. Certificates to members of Subordinate Lodges working under Grand Lodges are (by authority derived from the Supreme Lodge) issued by the Grand Lodges.—See *Sup. L. Const., Art. VIII, Sec. 4; Art. VI, No. 3; Art. VII, Sec. 1.*

FORM.

189. Beneficiary Certificates must be substantially in the form laid down by the Supreme Lodge. (See Form No. 4.)—*Sup. L. Const., Art. VIII, Sec. 4.*

AMOUNT OF CERTIFICATE.

190. Upon the death of a Master Workman degree member in good standing, of a Subordinate Lodge of the Order, under the jurisdiction of the Supreme Lodge of the Ancient Order of United Workmen, such person or persons as said member may have directed, while living, shall be entitled to receive of the Beneficiary Fund of the Order, the sum of two thousand dollars; provided, said member shall have complied in all particulars with all the laws, regulations and requirements of the Order.—*Sup. L. Const., Art. VIII, Sec. 1.*

191. *Note.*—The Beneficiary Certificate issued to each member of the Order on his receiving the Master Workman degree, is in all cases in the sum of two thousand dollars. Grand Lodges set apart as separate jurisdictions may, with the approval of the Supreme Lodge, provide for an increase of the Beneficiary Fund, but such increase is to form a separate and distinct fund, and would not change the amount of the regular Beneficiary Certificate. (See Nos. 182 and 183.)

ALL MEMBERS REQUIRED TO TAKE OUT CERTIFICATES.

192. All members are required to take out Beneficiary Certificates; the law and ritualistic work both require it.—*Pro. 6th An. Sess. S. L., p. 345.*

APPLICATION FOR CERTIFICATE.

193. Each member, upon receiving the *Junior Workman degree*, and applying for the Master Workman degree, shall make application for Beneficiary Certificate, substantially in the form required by the Supreme Lodge, in which application he shall agree

that compliance on his part with all the laws, regulations and conditions of the Order is the express condition upon which he is to be entitled to participate in the Beneficiary Fund; also that his answers made to the Medical Examiner are true, and that the certificate is to be of no binding force until he has taken the Master Workman degree. (See Form No. 3.)—*Sup. L. Const., Art. VIII, Sec. 2.*

194. *Note.*—Immediately after the initiatory or Junior Workman degree has been conferred upon a person becoming a member of the Order, he is conducted to the Recorder's desk and makes application for the two succeeding degrees. At the same time he also signs an application for his Beneficiary Certificate. (Form No. 3.) The blank form of this application is printed on the back of the Medical Examiner's report. In it the applicant also names the person or persons to whom the amount guaranteed by the certificate is to be paid at his death. If more than one person is named, the amount to be paid to each should be specifically stated, if practicable. This application is attested by the signature of the Recorder and the seal of the Lodge. At the same time the applicant pays to the Financier two dollars, one dollar of which goes into the Beneficiary Fund, and one dollar (as a certificate fee) into the General Fund of the Grand or Supreme Lodge. Grand Lodges have the right to reduce the amount of this fee, or to abolish it.

FORWARDING APPLICATION.

195. The Medical Examiner's report and the application for certificate shall be forwarded by the Recorder of the Subordinate Lodge to the Supreme or Grand Recorder, together with the certificate fee.—*Sup. L. Const., Art. VIII, Sec. 3.*

IRREGULARITY IN APPLICATION, DUTY OF GRAND RECORDER.

196. It is the duty of the Grand Recorder, should there exist any irregularity in the Medical Examiner's Certificate, or the application for Beneficiary Certificate, or any evidence in his office affecting the risk, to refer the same back to the Lodge, requesting examination or correction of the same.

CERTIFICATE FEE.

197. In Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, each applicant, upon signing the application for Beneficiary Certificate, shall pay to the Financier the sum of two dollars, one dollar of which shall be placed in the Beneficiary Fund; the remaining one dollar to be forwarded by the Recorder to the Supreme Recorder (the same to be placed by him in the Supreme Lodge General Fund.)—*See Sup. L. Const., Art. VIII, Sec. 3.*

198. In Subordinate Lodges working under a Grand Lodge, the Financier places one dollar of the amount received from the applicant in the Beneficiary Fund, and hands the remainder to the

Recorder, to be forwarded by him to the Grand Recorder, to be placed in the Grand Lodge General Fund.—*Sup. L. Const., Art. VI, No. 3; Art. VIII, Sec. 3.*

199. Grand Lodges may reduce the sum to be paid for the Beneficiary Certificate —*Sup. L. Const., Art. VIII, Sec. 3.*

ISSUE AND DELIVERY OF CERTIFICATE.

200. Upon application for a Beneficiary Certificate, made in compliance with the laws of the Order, and forwarded from a Subordinate Lodge working under the immediate jurisdiction of the Supreme Lodge, the Supreme Recorder shall immediately issue and forward the certificate to the Subordinate Lodge, where it shall be countersigned by the Master Workman, with the seal of the Subordinate Lodge attached, attested by the Recorder, and when the applicant has received the Master Workman degree, the certificate shall be delivered to him, a record be made of the same in the books of the Lodge, and he shall, from such date, be entitled to all the rights and privileges of the Order, in accordance with the laws, rules and regulations of the Supreme Lodge; provided, that in case the Beneficiary Certificate is not present at the time the applicant receives the Master Workman degree, he shall be entitled to participate in the Beneficiary Fund until such time as said certificate shall be received by the Lodge, the same as though said certificate had been delivered at the time said degree was received.—*Sup. L. Const., Art. VIII, Sec. 5.*

201. *Note.*—Lodges working under a Grand Lodge forward applications for Beneficiary Certificates to the Grand Recorder, whose duty it is to issue and forward the certificate. All the other provisions of the foregoing section apply to such certificates so issued.—*See Sup. L. Const., Art. VI, No. 3; Art. VII, Sec. 1; Art. VIII, Sec. 3.*

ISSUE OF CERTIFICATES TO MEMBERS OF NEW LODGE.

202. *Note.*—In the case of persons admitted into the Order at the institution of a new Lodge, application for Beneficiary Certificate is made in the same manner as in old Lodges, and the application is attested by the instituting officer, who forwards the application with the Medical Examiner's report and the certificate fee, to the Supreme or Grand Recorder. The third degree is conferred in such cases, without the certificate being present. The certificates are made out and sent, as soon as practicable, to the Recorder of the Subordinate Lodge, and after being countersigned and attested as required in other cases, are then delivered to the brothers entitled to receive them.

EXCHANGE OF OLD FOR NEW CERTIFICATE.

203. All members of the Master Workman degree in good standing when the Beneficiary Fund Law adopted at the Fifth Annual Session of the Supreme Lodge, went into effect, are en-

titled, without payment, to receive a Beneficiary Certificate, upon signing the application for such certificate, as provided by the law, and returning any certificate that may have been issued to him at any previous time.—*Pro. 5th An. Sess. S. L., p. 315.*

204. *Note.*—Under the present constitution all Beneficiary Certificates are issued by the Supreme or a Grand Lodge. In order to promote uniformity and protect the interests of the Order, as well as the rights of each member, all certificates issued by Subordinate Lodges under the old constitution, should be immediately returned as above provided for, and new certificates received under the present law.

CHANGE OF DIRECTION AS TO PAYMENT.

205. Any member holding a Beneficiary Certificate, desiring at any time to make a new direction as to its payment, may do so by authorizing such change in writing on the back of his certificate in the form prescribed (see Form No. 6), attested by the Recorder, with the seal of the Lodge attached, and by the payment to the Supreme or Grand Lodge of the sum of fifty cents; but no change of direction shall be valid or have any binding force or effect until said change shall have been reported to the Supreme or Grand Recorder, the old certificate, if practicable, filed with him and a new Beneficiary Certificate issued thereon; and the said new Beneficiary Certificate shall be numbered the same as the old certificate.—*Sup. L. Const., Art. VIII, Sec. 18.*

206. A member of a Lodge changed the direction as to the payment of his Beneficiary Certificate, or rather added to it, by directing that the Lodge should pay his honest debts out of the \$2,000, and the balance as he had before directed. An administrator had been appointed on the estate of the deceased. The Supreme Recorder was directed to make the warrant for the \$2,000 payable to the administrator.—*Pro. 6th An. Sess. S. L., pp. 359, 388.*

207. If a brother had directed that the \$2,000 should be paid to his minor heirs, and afterwards changes the direction so as to make the benefit payable to other parties, the minor heirs have then no claim upon the same, and cannot maintain a suit against the Supreme Lodge for it.—*Pro. 6th An. Sess. S. L., p. 396.*

208. A brother can change the direction as to payment of his Beneficiary Certificate, so as to make it payable to parties not related to his family.

SUSPENSION OF CERTIFICATE FOR DELINQUENCY OF MEMBER.

209. Not later than the 28th day of the month in which notice of assessment was given, any member holding a certificate of the Beneficiary Fund, having failed or neglected to pay said assessment into the Beneficiary Fund in his Subordinate Lodge,

shall forfeit all his rights under said certificate.—*Sup. L. Const., Art. VIII, Sec. 8.*

(Subject to renewal, see Nos. 214, 215, 216.)

RECORD OF SUSPENSION.

210. On the third (weekly) meeting night following the issuing of assessment notices, and on or before the 28th day of the month, the Financier shall furnish the Lodge with the names of the members who are in arrears on Beneficiary Assessments, and the Recorder shall place the same on the minutes of the Lodge, and mark such certificates as suspended on the Certificate Register Book, affixing the date thereto.—*Sup. L. Const., Art. VIII, Sec. 9.*

211. *Note.*—The suspension above provided for, it will be observed, is the *suspension of a Beneficiary Certificate*, or more correctly, the suspension of all rights or benefits under such certificate. *It does not suspend a brother from the Order.* The distinction between these two kinds of suspension will be found fully set forth in the Preliminary Note to Chapter IX.

SUSPENSION OF CERTIFICATES FOR DELINQUENCY OF LODGE.

212. Any Subordinate Lodge notified of a death assessment and failing or declining to make returns of its Beneficiary Fund so as to insure their receipt by the Supreme Recorder (or Grand Recorder, as the case may be) during the first week of the month, shall again be notified by the Supreme (or Grand) Recorder, and should such returns fail to be made within one week from the date of said second notice, all certificates under the jurisdiction of said Lodge shall stand suspended until said returns are made. *Sup. L. Const., Art. VIII, Sec. 8.*

213. *Note.*—When the first notice is received it is the duty of the Receiver to forward the Beneficiary Fund immediately. If this duty has not been performed, and the Lodge receives a second notice, it is then the duty of all officers and members to see that the law is complied with, otherwise their certificates are suspended, the Lodge being held responsible for the delinquency of its officers. In case notice is received of two or more assessments at the same time, only the amount of the Beneficiary Fund on hand is required to be forwarded immediately. The additional assessments are to be remitted on or before the first of the next month, and the penalty for failure to remit them does not attach until then.

RENEWAL OF BENEFICIARY CERTIFICATE WITHIN THREE MONTHS.

214. Any member who renders void his certificate by reason of non-payment of assessments thereon, may renew the same at any time within a period of three months from the date of the forfeiture thereof; provided he shall pay all assessments that have been made during that time.—*Sup. L. Const., Art. VIII, Sec. 10.*

215. *Note.*—A brother whose certificate is held suspended for non-payment of assessments, but who is not yet three months in arrears, has forfeited no rights as a member of the Order except the right to participate in the Beneficiary Fund. This he regains at any time within the three months, by simply paying up all assessments due. When he pays his arrearages, it is the duty of the Financier to report the same to the Lodge, and the Master Workman should thereupon declare the brother's certificate reinstated. A record must be entered upon the minutes, and the proper entry made in the Beneficiary Certificate Register Book.

RENEWAL NOT TO TAKE EFFECT UNTIL RECORD IS MADE.

216. A Beneficiary Certificate which has been held suspended by reason of non-payment of assessments thereon, cannot be renewed by any Subordinate Lodge and considered in force until such time as the Financier shall have made report to the Lodge of the payment of all arrearages on such certificate, and the amount of arrearages are paid into the Beneficiary Fund of the Lodge, and a record of the same shall have been fully made in the books of the Lodge.

RENEWAL OF CERTIFICATE WITHIN SIX MONTHS.

217. Any member in arrears on beneficiary assessments for a term exceeding three months, must again be examined by the Medical Examiner of the Lodge, whose report shall be in manner and form prescribed by the Supreme Lodge, and shall recommend the applicant for membership. He shall pay all assessments for which he would have been liable had he remained a member in good standing. He may be reinstated to membership, and his Beneficiary Certificate be renewed; provided, that by a vote a majority of the members present consent thereto. If the application for renewal be approved, the Medical Examiner's report, together with notice of renewal of Beneficiary Certificate, shall be forwarded to the Supreme Recorder; if rejected, the amount deposited for renewal shall be returned to the applicant.—*Sup. L. Const., Art. VIII, Sec. 11.*

EFFECT OF SUSPENSIONS OF CERTIFICATE.

218. *Note.*—Section 8, of Article VIII, of the Supreme Lodge Constitution (see No. 209) provides that a brother who fails or neglects to pay an assessment to the Beneficiary Fund within the required time shall forfeit all his rights under his Beneficiary Certificate. No other penalty is imposed upon him by the Supreme Lodge Constitution or any general law of the Order. He retains, therefore, all the rights and privileges of a member, except the right to participate in the Beneficiary Fund; and to regain this right he has only to pay up all assessments due upon his Beneficiary Certificate, provided such payment is made within three months from the date of the forfeiture thereof. (Section 10. See No. 214.) If he continue in arrears for three months, then, by

the provisions of Section 11 (See No. 217), he must again be examined by the Medical Examiner and recommended by him for membership; he must also pay up all the assessments for which he would have been liable had he remained a member in good standing. Upon compliance with these conditions, he may, by consent of a majority of the Lodge, "be reinstated to membership, and his Beneficiary Certificate renewed." The question arises, does this change in the method of reinstatement after the brother has become over three months in arrears for assessments, make any change in his *status* if he does not apply for reinstatement? The language of Section 11 at first sight seems to imply that a brother three months in arrears has forfeited his membership in the Order, as he has to be "reinstated to membership," but a comparison of the provisions of Sections 8, 10, 11 and 12, shows that this is not the case. There are but two kinds of suspension named in these sections or elsewhere in the beneficiary laws of the Order: One is *suspension of a Beneficiary Certificate*, or more exactly, suspension of a member's rights under his certificate, and the other is *suspension from the Order*, which deprives the brother of all rights and privileges of every kind in the Order, and completely excludes him from it. This latter kind of suspension does not take place until a brother is in arrears for assessments for a period of six months. Until that time *his Beneficiary Certificate only* is suspended. In all other respects he retains all the rights and privileges of any other member. The reinstatement to membership mentioned in Section 11 can only mean the reinstatement of the brother's right to participate in the Beneficiary Fund, because, under the law, this is the only right he has been deprived of. There is nothing in the sections referred to, or elsewhere in the beneficiary laws, authorizing any other kind of suspension for arrearages on assessments for less than six months, than that involved in the words "shall forfeit all his rights under said certificate." The provisions of Section 11 make it more difficult for a brother to obtain a renewal of his certificate or a reinstatement of his former rights under it, but do not deprive him of any other rights and privileges than he was already deprived of by the suspension for first arrearages of assessment. When he fails to pay one assessment his Beneficiary Certificate is held suspended, but he retains all other rights and privileges as a member of the Order, and his *status* in this respect remains the same until he becomes in arrears for six months, when he stands suspended from the Order. The method of reinstatement is different after he is three months in arrears, and the Lodge may prevent him from regaining his forfeited rights, but in all other respects his standing and rights are the same when he is three months in arrears as when one, and remain the same until the end of six months, when he forfeits all rights in the Order.

219. *Note.*—As the Subordinate Lodge Constitution in the different jurisdictions provides that a member who is in arrears for *dues* for a period of three months is not entitled to vote or hold

office, it might be inferred that the same restriction is placed upon one who is in arrears for *beneficiary assessments* for the same period; but there is no law to that effect. In the former case this restriction of the right to vote or hold office is the only penalty imposed; in the latter, there is the heavier penalty of forfeiting all rights under the Beneficiary Certificate, and this does not carry with it the forfeiture of any other rights or privileges until the member is suspended from the Order.

SUSPENSION OF CERTIFICATE AFTER MEMBER IS SIX MONTHS IN ARREARS.

220. *Note.*—When a member is six months in arrears for beneficiary assessments his Beneficiary Certificate is not only suspended or annulled, but he is deprived of all rights and privileges in the Order. The laws relating to this kind of suspension, and to the method of reinstatement after it has been incurred, will be found in Chapters IX and X.

221. *Note.*—Delinquency for dues for six months in some jurisdiction, and for twelve months in others, also works suspension from the Order, unless the Lodge extends the time for payment of the same.

REPORT OF BENEFICIARY CERTIFICATES.

222. Each Subordinate Lodge shall make full report every thirty days (by its Recorder) to the Grand Recorder (or, if under the immediate jurisdiction of the Supreme Lodge, to the Supreme Recorder) of all Beneficiary Certificates suspended, annulled, withdrawn or renewed. (See Form No. 7.)—*Sup. L. Const., Art. VIII, Sec. 7.*

223. *Note.*—The above report is a summary of the changes on the Beneficiary Register Book during the month. (See Form No. 9.)

RECORD OF CERTIFICATE.

224. It shall be the duty of the Supreme (or Grand) Recorder to keep a separate and distinct account with each Subordinate Lodge in his jurisdiction, showing a full register of each certificate issued, and to whom, in said Lodge; and from the monthly reports of the Subordinate Lodges he shall keep a full record of the status of all certificates so issued.—*Sup. L. Const., Art. VIII, Sec. 6.*

225. *Note.*—The record to be kept by the Supreme Recorder and Grand Recorders should contain all the items on the Benefit Certificate Register Book of each Lodge, as given by the Recorder in his monthly reports, thus showing at all times what certificates are in force, and what amount the Lodge should collect on each assessment.

FORFEITURE OF CLAIMS UNDER BENEFICIARY CERTIFICATE.

226. Any member suspended or expelled from the Order for any cause whatever, forfeits all claims to the Beneficiary Fund during said suspension or expulsion.—*Sup. L. Const., Art. VIII, Sec. 14.*

PROOF OF DEATH.

227. Upon the death of any brother lawfully entitled to participate in the Beneficiary Fund, it shall be the duty of the Subordinate Lodge of which he was a member to notify the Supreme (or Grand) Recorder officially, by prescribed form of death notice.—*Sup. L. Const., Art. VIII, Sec. 8.*

228. *Note.*—There is no general law specifying the proof required to establish the fact of the death of a brother. In ordinary cases such fact is so well known to members of the Lodge as to leave no room for doubt; but in cases of the reported death of an absent brother, or in cases in which the fact of death is not well known by the Lodge, the strictest care should be taken to ascertain fully the fact of death and the identity of the brother, before the notice is sent to the Supreme or Grand Recorder. When the officers of the Lodge cannot certify to the death from personal knowledge, sworn proof should be required, and this proof should be forwarded with the death notice.

LOSS OF MEDICAL EXAMINER'S CERTIFICATE.

229. Prior to the adoption of the present beneficiary laws of the Order the Medical Examiner's Certificates were retained by the Subordinate Lodges, and in some instances have been lost or destroyed, and cannot therefore be placed on file in the Supreme Recorders' or the various Grand Recorders' offices, as required by the present laws. In such cases, the Subordinate Lodges are required to certify the facts in their official notice of death; and the absence of the Medical Examiner's Certificate is no detriment to the payment of the death loss.—*Pro. 6th An. Sess. S. L., p. 393.*

HOW BENEFICIARY CERTIFICATES ARE PAID AND CANCELLED.

230. Upon the receipt of the official notice of the death of a member entitled to the Beneficiary Fund of the Supreme Lodge, the Supreme Recorder shall promptly adjust the loss, and in settlement thereof shall draw an order on the Supreme Receiver payable to the party or parties entitled, and forward the same to the Recorder of the Subordinate Lodge of which the deceased was a member, and said Lodge shall see that the same is properly endorsed, and that the Beneficiary Certificate held by the deceased is properly receipted, and shall take up and forward it at once to the Supreme Recorder, who shall cancel and file the same.—*Sup. L. Const., Art. VIII, Sec. 17.*

231. *Note.*—The provisions of the foregoing section apply to all death losses which are payable out of the Beneficiary Fund of

the Supreme Lodge. In Grand Lodges set apart as separate beneficiary jurisdictions, the duties above imposed on the Supreme Recorder are to be performed by the Grand Recorder.

232. *Note.*—The duty of seeing that the draft or warrant is properly endorsed and the Beneficiary Certificate properly received, is not specifically imposed upon any officer or officers, but upon “the Lodge.” It is, therefore, the duty of the Master Workman as the head of the Lodge to bring the matter to the attention of the Lodge, and of all officers and members to see that the law is complied with; that the benefit goes into the hands of the person or persons entitled to it, and that the order is fully relieved from all further liability in the case. The most scrupulous care should be exercised in this important matter.

(In Pennsylvania death losses are paid by the Grand Recorder directly to the person or persons named in the Beneficiary Certificate.)

233. In all cases in which there is any question as to who the heirs of a deceased brother are, or to whom the beneficiary money should be paid, so that the receipt will without question cancel all obligations of the Order, the proper course is to notify the heirs through the Lodge of which the deceased was a member, to have an administrator appointed by the proper court, and a certified copy of the record filed with the Supreme Recorder, after which the draft for payment can be drawn in favor of the administrator.—*Pro. S. L. 7th An. Sess. p. 13.*

OLD CERTIFICATE TO BE PRODUCED ON RENEWAL OF MEMBERSHIP.

234. A person once a member of the Order, whose connection therewith has been so severed as to annul his Beneficiary Certificate, making application for renewal of membership, must produce his old Beneficiary Certificate or sworn proof of its loss. *Gen. Law 26.*

235. *Note.*—The above law applies to the cases of members suspended or expelled from the Order, as well as to those of persons who have withdrawn from it.

236. *Note.*—In all cases when a person who had ceased to be a member of the Order is restored to membership, his old Beneficiary Certificate again becomes valid and in force. A new one is not issued unless the old one has been lost, and in this case sworn proof of loss is required by the above law. This proof should be filed in the office of the Supreme or Grand Recorder, and a memorandum made on the back of the new certificate, showing that it was issued to replace the old one which had been lost.

ENDORSEMENT ON CERTIFICATE WHEN LODGE MEMBERSHIP IS CHANGED.

237. *Note.*—When a brother becomes a member of a different Subordinate Lodge from that in which he obtained his Beneficiary

Certificate, an endorsement should be made on the back of his certificate to the following effect:

Bro. became a member of
 Lodge, No., Ancient Order
 of United Workman, of, on the.....
 day of....., 18...
 M. W.
 Recorder.

CHAPTER VII.

ASSESSMENTS FOR BENEFICIARY FUND.

GENERAL CONSTITUTIONAL PROVISIONS.

238. Upon the death of any brother lawfully entitled to participate in the Beneficiary Fund as hereinbefore provided, it shall be the duty of the Subordinate Lodge of which he was a member to notify officially by prescribed form of death notice, the Supreme Recorder, who shall, on the first day of the following month, notify each Subordinate Lodge in his jurisdiction, when the Beneficiary Fund on hand in each Subordinate Lodge (the same being one dollar for each valid certificate, and such sums as may have been received for certificates renewed) shall immediately be forwarded to the Supreme Recorder, and a record thereof be entered upon the minutes. Each Subordinate Lodge shall then make an assessment of one dollar upon each member holding a certificate, or having received the Master Workman's degree, (provided such member has received his certificate prior to the date of the death on which the assessment is made) Written notices of assessments shall be made and sent by the Financier, not later than the 8th day of the month in which the notice was issued by the Supreme Recorder. Not later than the 23th day of said month in which said notice of assessment was given, any member holding a certificate of the Beneficiary Fund, having failed or neglected to pay said assessment into the Beneficiary Fund in his Subordinate Lodge, shall forfeit all his rights under said certificate.—*Sup. L. Const., Art. VIII, Sec. 8.*

[*Note.*—The above are the general constitutional provisions relating to assessments, in a connected form. The details will be found in this and other Chapters, under various separate headings.]

NOTICE TO SUBORDINATE LODGES.

239. The Supreme Recorder, when duly notified of the death of a member of a Subordinate Lodge under the immediate jurisdiction of the Supreme Lodge, lawfully entitled to participate

in the Beneficiary Fund, shall, on the first day of the following month, notify each Subordinate Lodge in his jurisdiction.—*Sup. L. Const., Art. VIII, Sec. 8.*

240. *Note.*—Where Grand Lodges are established and not set apart as separate beneficiary jurisdictions, the notice is sent by the Supreme Recorder to the Grand Recorder, who notifies the Subordinate Lodges in his jurisdiction. In Grand Lodges set apart as separate jurisdictions, the Grand Recorder performs the duties assigned in the above Article to the Supreme Recorder.

241. *Note.*—Notices of assessments, like all other communications to Subordinate Lodges, are in general sent to the Recorder. In Pennsylvania, however, by resolution of the Grand Lodge, the Grand Recorder sends the notices of assessments directly to the Financiers of Subordinate Lodges, so that there may be no delay in the issue of notice to the members by the Financier.

ASSESSMENTS, WHEN AND HOW ORDERED.

242. No order shall be made by the Supreme Recorder upon the Beneficiary Fund in the Subordinate Lodges until there is less than two thousand dollars in the Beneficiary Fund in the Supreme Lodge, nor shall any such order be made except with the approval of the Supreme Lodge Finance Committee.—*Sup. L. Const., Art. VIII, Sec. 17.*

243. *Note.*—In Grand Lodges set apart as separate beneficial jurisdictions, the provisions of the above paragraph apply to the Grand Recorder and Grand Lodge Finance Committee. (See *Sup. L. Const., Art. VI.*)

SURPLUS OF ASSESSMENTS.

244. *Note.*—If an assessment in any beneficiary jurisdiction brings into the Beneficiary Fund a sufficient amount to pay off one or more certificates in addition to the one for which the assessment was made, such additional certificates are paid from the surplus.

HOW ASSESSMENTS ARE MADE UPON MEMBERS.

245. Each Subordinate Lodge upon being officially notified of a death assessment, shall make an assessment of one dollar upon each member holding a (valid) certificate, or having received the Master Workman degree, (provided such member has received his certificate or Master Workman degree prior to the date of the death on which the assessment is made.) Written notices of assessments shall be made and sent by the Financier, not later than the 8th day of the month in which the notice was issued by the Supreme (or Grand) Recorder.—*Sup. L. Const., Art. VIII, Secs. 8, 9.*

WHEN ASSESSMENTS MUST BE PAID.

246. Not later than the 28th day of the month in which the notice of assessment was given, any member holding a certificate

of the Beneficiary Fund, having failed or neglected to pay said assessment into the Beneficiary Fund in his Subordinate Lodge, shall forfeit all his rights under said certificate.—*Sup. L. Const., Art. VIII, Sec. 8.*

247. On the third meeting night following the issuing of assessment notices, and on or before the 28th day of the month, he (the Financier) shall furnish the Lodge with the names of the members who are in arrears on such assessments, and the Recorder shall place the same on the minutes of the Lodge, and mark such certificates as suspended on the Certificate Register Book, affixing the date thereto.—*Sup. L. Const., Art. VIII, Sec. 9.*

248. *Note*—The Constitution requires that notices of assessment shall be sent out by the Financier not later than the 8th of the month, and that the assessment shall be paid not later than the 28th day of the month. If any brother fails to pay his assessment on or before the 28th day of the month, his certificate is held suspended. This rule is in no way changed, if a Lodge meets semi-monthly instead of weekly. In all cases the Financier must send the notices not later than the 8th of the month, and the assessment must be paid as above stated. It is each brother's duty to see that his assessment is paid into the Lodge at a meeting before the 28th day of the month; otherwise his certificate is held suspended without any action of the Lodge. The fact that the meetings are semi-monthly makes no change as to time of payment.

WHEN NEW MEMBERS BECOME LIABLE TO ASSESSMENTS.

249. Upon the death of a brother lawfully entitled to participate in the Beneficiary Fund * * * each Subordinate Lodge shall make an assessment of one dollar upon each member holding a certificate, or having received the Master Workman degree; provided such member has received his certificate or the Master Workman degree prior to the date of the death on which the assessment is made.—*Sup. L. Const., Art. VIII, Sec. 8.*

250. *Note*.—A member when he applies for the Master Workman degree pays one dollar into the Beneficiary Fund, but is not liable for further payment until an assessment is made upon a death occurring after the date at which he received such degree. The one dollar which he pays in as above is not forwarded from the Subordinate Lodge until notice is received of an assessment made upon a death which has occurred after such date. It is then forwarded with the rest of the fund on hand, and he is assessed with the other members to replace the fund. (See No. 245.)

251. Members of a new Lodge who received the Master Workman degree at the time of its organization are liable for assessments on all deaths occurring after such organization, and all other members are liable for assessments on deaths occurring after they received the said degree.

252. A member is required to pay assessments on all deaths occurring after he has received the Master Workman degree, whether he actually has the Beneficiary Certificate in his possession or not.

ENTRY OF ASSESSMENTS.

253. The Financier of each Subordinate Lodge shall keep a book wherein all assessments of the Beneficiary Fund shall be entered against each member holding a valid certificate; such entry shall be made bearing date of the first meeting night, and not later than the 8th day of the month on which the notice was received.—*Sup. L. Const., Art. VIII, Sec. 9.*

254. *Note.*—No charge of an assessment is made against a member on the Financier's book. The form of book adopted by the Supreme Lodge is arranged with a column for each assessment. The number of the assessment being placed at the head of a column and the date entered, the assessment then stands "entered against" each brother whose name is on the list in the book. As each one pays, the amount is entered opposite his name, in the proper column, showing on what assessment it has been paid.

TWO OR MORE ASSESSMENTS AT SAME TIME.

255. *Note.*—When the amount needed to pay off death losses reported is more than will be realized from one assessment, then two or more assessments will be ordered at the same time. Notice of these will be given to the members at the same time and payment will be required as in the case of a single assessment.—(See *Sup. L. Const., Art. VIII, Sec. 8.*)

256. In case of the receipt of two or more notices at the same time, the Lodge forwards "one dollar for each valid certificate, and such sums as may have been received for certificates renewed," to the Grand Recorder. The Lodge then sends notice of each death to each member who has received the Master Workman's degree prior to the death, and the member must pay the assessment or assessments on or before the 28th day of the month. The number of assessments does not extend the time of payment. Two or more assessments made at the same time must be paid in the same time that one would. The Lodge, in case of two or more assessments, is bound to forward a sufficient sum to pay them before the first of the following month.

ASSESSMENTS NOT TO BE RECEIVED FROM MEMBER SUSPENDED FOR NON-PAYMENT OF DUES.

257. After a member has been suspended for non-payment of dues, the Lodge can not receive his beneficiary assessments until he has paid up his dues and is reinstated.

258. *Note.*—As the only kind of suspension provided in the laws of the Order for non-payment of dues, is total suspension,

or suspension from the Order, and a member thus suspended forfeits all claims to the Beneficiary Fund, it is clear that the Lodge should neither send him notice of assessments or receive any assessments from him until he has been reinstated according to the laws of the Order.

PAYMENT OF ASSESSMENTS, BY LODGE, FOR DELINQUENT
MEMBER.

259. The Lodge has the privilege of paying the assessments for any delinquent member. In such case the amount so paid must be included in the order drawn in favor of the Grand (or Supreme) Recorder.—*Pro. 3d An. Sess. S. L., p. 89.*

260. *Note.*—When the Lodge pays an assessment for a delinquent member under the above decision, a warrant for the amount should be ordered, as General Law No. 29 provides that “No money shall be paid out of the General Fund of any Subordinate Lodge except upon orders drawn upon the Receiver.”

NOTICE OF ASSESSMENT NOT TO BE SENT TO SUSPENDED
BROTHERS.

261. A brother suspended for non-payment of assessments must not receive further notice of assessments.

ASSESSMENTS FOR BENEFICIARY FUND, HOW NUMBERED.

262. The Supreme Recorder shall number death and assessment notices, commencing with No. 1, and so continuing during the fiscal year; and deaths shall be placed on the call for assessments in the order of time that the deaths occurred, and not in the order they are received at the Supreme Recorder's office.—*Pro. 7th An. Sess. S. L., p. 70.*

CLOSING ASSESSMENT ACCOUNT ON A BENEFICIARY CERTIFICATE.

263. Upon the death or final withdrawal of a brother, or the annulling of his Beneficiary Certificate, the one dollar deposited in the Beneficiary Fund in the Lodge, belongs to the General Beneficiary Fund, and must be forwarded upon the first call upon said fund thereafter.

264. *Note.*—When all assessments which have been made on a brother's Beneficiary Certificate have been paid, there is then one dollar on hand in the Beneficiary Fund of the Lodge for each certificate, ready for the next notice. If a brother takes a clearance card and joins another Lodge in the same jurisdiction, the dollar is paid over to such Lodge. If the certificate is annulled by the brother's death, or his withdrawal or expulsion, or by his joining a Lodge in another beneficiary jurisdiction, the assessment account with him is closed by forwarding the dollar to the Supreme or Grand Recorder upon the next call.

CHAPTER VIII.

BENEFICIARY FUND.

BENEFICIARY FUND, LAWS GOVERNING.

265. The rules and regulations governing the management of the Beneficiary Fund of Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, as the same are laid down in Article VIII of the Supreme Lodge Constitution, fully apply to Subordinate Lodges of all Grand jurisdictions, and must be strictly enforced.

266. *Note.*—The laws and regulations above referred to, are applicable throughout the Order. (See No. 5.)

BENEFICIARY FUNDS TO BE SACREDLY KEPT.

267. The Beneficiary Funds shall be kept sacred for the purpose designated in the Laws of the Order, and shall only be used in the payment of death assessments.—*Pro. 5th An. Sess. S. L., p. 291.*

268. *Note.*—In a case arising under the jurisdiction of the Grand Lodge of Pennsylvania, a draft was drawn by the Grand Recorder in favor of the widow of a deceased brother, for the amount of \$2,000, and forwarded to be delivered to her. The Lodge held a claim of \$110 against the deceased brother for a liability incurred by him as surety on the bond of one of the former officers of the Lodge. This amount was deducted from the \$2,000 and paid into the Lodge. The matter was referred to a committee in the Grand Lodge, who, after an investigation of the case, reported a resolution that the Subordinate Lodge be required to refund to the widow the amount taken out of the \$2,000, the Beneficiary Fund being a sacred fund for the payment of Beneficiary Certificates and for no other purpose, and not subject to a deduction for debts of the deceased brother. The resolution was adopted by the Grand Lodge, and carried into effect.—See *Pro. G. L. of Pa., 7th An. Sess., pp. 8, 18.*

BENEFICIARY FUND TO BE KEPT SEPARATE FROM GENERAL FUND.

269. The Receiver shall keep a separate and distinct account of the Beneficiary Fund.—*Const., Sub. L., Art. X, Sec. 6.*

270. *Note.*—The above rule is applicable to all Lodges throughout the Order.

BENEFICIARY MONEYS TO BE RECEIVED BY THE FINANCIER AND PAID OVER TO THE RECEIVER.

271. The Financier of the Subordinate Lodge shall pay over to the Receiver, each meeting night, all Beneficiary moneys, taking his receipt therefor, and make report, in writing, which shall be entered upon the minutes.—*Sup. L. Const., Art. VIII, Sec. 16.*

272. *Note.*—All moneys for the Lodge are received by the Financier, and by him paid over to the Receiver.

WHEN FUND IS TO BE FORWARDED FROM SUBORDINATE LODGES.

273. When notice is received of the death of a brother and of an assessment for Beneficiary Fund, the amount of said fund on hand in each Subordinate Lodge (the same being one dollar for each valid certificate and such sums as may have been received for certificates renewed) shall immediately be forwarded to the Supreme Recorder, if the Lodge is under the immediate jurisdiction of the Supreme Lodge, or to the Grand Recorder, if working under a Grand Lodge. A record of the amount so forwarded shall be entered upon the minutes.—*Sup. L. Const., Art. VIII, Sec. 8; Art. VI, No 3; Art. VII, Sec 1.*

AMOUNT OF FUND TO BE FORWARDED.

274. *Note.*—The above Section specifies the amount of the fund to be forwarded, as “being one dollar for each valid certificate, and such sums as have been received for certificates renewed.” A certificate which has been held suspended is not a “valid certificate,” and the Lodge is therefore only required to send one dollar for each certificate not held suspended. All members who fail to pay their assessments on or before the 28th day of the month, forfeit their rights under their certificates, and their certificates should be entered on the Certificate Register Book as suspended. On such certificates the Lodge is not required to forward any amount. The Lodge is only held accountable for carrying out the Beneficiary Law, and when it does this, it does not become liable for any sums to the Beneficiary Fund except such as it receives from the members. If a member fails to pay as required by the law, and the proper entry and record is made, the brother's certificate is held suspended, and on such certificate the Lodge is not liable. The report accompanying the remittance of the fund shows that the brother failed to pay within the prescribed time, and his certificate was held suspended; and this relieves the Lodge from payment on such certificate—it not being then “valid.” Any arrearages paid into the Beneficiary Fund on renewal of certificates or reinstatement of members, after the previous remittance, are of course, to be included, in addition to one dollar for each valid certificate, and those two items make up the amount to be forwarded.

TWO OR MORE ASSESSMENTS AT THE SAME TIME.

275. Should two or more notices of assessments be received at the same time, the Subordinate Lodge shall immediately forward the Beneficiary Fund on hand, as hereinbefore provided, which amount shall pay one notice. On or before the first day of the following month it shall forward to the Supreme Recorder one dollar for each valid certificate so held at that time under its jurisdiction, for each remaining notice.—*Sup. L. Const., Art. VIII, Sec. 8.*

276. *Note.*—The operation of the above provision is as follows: When notice of two or more assessments is received by the Subordinate Lodge, the Receiver immediately forwards the Beneficiary Fund on hand, which amounts to one dollar for each member whose certificate is not reported on the monthly report as being held suspended, and such sums as may have been received for Beneficiary Certificates renewed, as appears by said report. This report, which is made by the Recorder at the close of the month, shows the number of Beneficiary Certificates in force in the Lodge, and those which have been “suspended, annulled, withdrawn or renewed.” It therefore shows the exact amount of the Beneficiary Fund which is on hand at the close of the month, and this is the amount the Receiver forwards. (Any sums received for renewal of certificates or otherwise after the report is closed, are to be entered in the next report and included in the next remittance.) The remittance made as above by the Receiver, pays the first notice, or assessment. Notices are then sent to the members to pay in one dollar each on each assessment of which the Lodge has been notified. These notices must be issued not later than the 8th day of the month, and the members are required to pay in their assessments not later than the 28th day of the month, in default of which payment their certificates stand suspended. The Recorder then (on or before the first of the next month) makes up the report of all certificates thus held suspended, and of any that have been renewed, annulled or withdrawn during the month. The Receiver at the same time forwards the *second remittance* under the call, which will be one dollar for each valid certificate *in force at that date*, for each remaining assessment after the first, and also such sums as have been received for Beneficiary Certificates renewed. The remittance must correspond in amount with the facts shown in the report. By the above statements it will be seen:

1. That the Lodge is required to pay only on such certificates as are not held suspended.
2. The monthly report made by the Recorder should show the exact *status* of each Beneficiary Certificate held in the Lodge and the Supreme or Grand Recorder can at once determine the amount of beneficiary money which should be forwarded by the Lodge.
3. The first assessment having been paid by the first remittance under the notice, the second remittance will leave in the Beneficiary Fund of the Subordinate Lodge one dollar for each Beneficiary Certificate not reported as held suspended.
4. The business connected with each assessment is entirely closed each month, and report made thereof, so that on the first day of each month the Beneficiary Fund in the Subordinate Lodge is ready for the draft that may be made upon it for that month.
5. When only one notice of assessment is received, the second remittance does not, of course, have to be made, the Lodge simply collecting one assessment to replace the Beneficiary Fund which has been forwarded.

WHEN A BROTHER'S FIRST PAYMENT IS TO BE FORWARDED.

277. *Note.*—A brother is not liable for any assessment made on a death occurring previous to the time he received the Master Workman degree. The one dollar which he pays into the Beneficiary Fund when he receives that degree is a deposit or advance payment, and is not forwarded immediately to the Supreme or Grand Recorder, but is held in the Subordinate Lodge until a call is made on a death occurring after that date. The Financier enters this deposit opposite the brother's name, either in a column in his book provided for that purpose, or makes a pencil entry as a memorandum. When notice is received by the Lodge of an assessment made on a death occurring after the date at which the new brother received the Master Workman degree, his advance payment is then added by the Financier to the amount in the column showing the amount of the Beneficiary Fund which is to be forwarded on the notice received, and it is remitted by the Receiver to the Supreme or Grand Recorder. The brother is then assessed with all other members of the Lodge, to replace the Fund, ready for the next call. The one dollar which he pays at first, is carried forward as a deposit, and is eventually applied as a final assessment on his own certificate when it becomes payable by his death; or it goes into the general Beneficiary Fund if his certificate is annulled by his withdrawal or suspension from the Order, or otherwise. When a brother transfers his membership from one Lodge to another, this one payment which is always to his credit in the Beneficiary Fund when he has paid all assessments made upon him, is transferred to the Lodge in which he deposits his card.

DOLLAR TO BE FORWARDED ON DEATH, ETC.

278. Upon the death or final withdrawal of a brother holding a Beneficiary Certificate, or the annulling of a brother's certificate by the Lodge, the one dollar deposited in the Beneficiary Fund in the Lodge belongs to the General Beneficiary Fund, and must be forwarded to the Grand Recorder upon the first draft upon said fund thereafter.

WHEN ARREARAGES ARE TO BE FORWARDED.

279. Any arrearages to the Beneficiary Fund, paid into the Subordinate Lodge, shall be forwarded by the Receiver to the Supreme (or Grand) Recorder, upon the first order upon said fund thereafter.—*Sup. L. Const., Art. VIII, Sec. 9.*

280. *Note.*—Before a brother whose certificate has been suspended or who has been suspended from the Order, becomes reinstated to his rights under his certificate, he is required to pay into the Subordinate Lodge the amount he was in arrears on assessments at the time of suspension or up to the time of reinstatement, according to the law in each case. The sums so paid in are the "arrearages" referred to in the above Section.

FEE TO BE FORWARDED WITH FUND.

281. Upon the payment of each assessment notice, the Subordinate Lodge shall forward to the Supreme (or Grand) Recorder, in addition to the fund, the sum of fifty cents, which shall be placed in the Supreme (or Grand) Lodge General Fund.—*Sup. L. Const., Art. VIII, Sec. 16.*

282. *Note.*—The amount forwarded as above comes out of the Subordinate Lodge General Fund. A warrant should therefore be drawn for it, in accordance with General Law 29, which forbids the payment of any money out of the General Fund except upon orders drawn upon the Receiver. Grand Lodges have the power to reduce this amount.

DUTY OF THE RECEIVER TO FORWARD THE FUND.

283. *Note.*—Sec. 8, of Art. VIII, Supreme Lodge Constitution, requires that upon a Subordinate Lodge receiving notice of an assessment, the Beneficiary Fund on hand “shall immediately be forwarded,” and Sec. 16, of the same Article, specifies that the fund shall be forwarded by the Receiver according to the provisions of Section 8. No vote or action of the Lodge is therefore required to forward the money. It is the duty of the Receiver to forward the amount immediately after the notice has been received by the Lodge. Section 6, of Article X, Subordinate Lodge Constitution, makes the rule still more explicit as to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, and provides that the receipt of the Supreme Receiver through the Supreme Recorder shall be the Receiver’s voucher to the Lodge. In some Grand jurisdictions, an order for the amount to be remitted is drawn, and signed by the Recorder and Master Workman. This rule, whilst different from that adopted by the Supreme Lodge for the Subordinate Lodges under its immediate jurisdiction, does not appear to be contrary to the general law on the subject in the Sections of the Constitutions referred to. The Beneficiary Fund must, of course, be kept separate from the Lodge Fund, and when orders are drawn upon it as above stated, the order should specify the fund upon which they are drawn, and should be in a series separate and distinct from those drawn upon the Lodge Fund.

284. No action of the Lodge is necessary to instruct the Receiver to forward the Beneficiary Fund. The notice of assessments under the seal of the Supreme (or Grand) Lodge, and the same read in open Lodge constitutes a legal draft on said fund, and the receipt of the Supreme (or Grand) Lodge for the same should be read in open Lodge, and given to the Receiver, the same being his lawful voucher to the Lodge.

FUND TO BE FORWARDED IMMEDIATELY.

285. When an assessment call is issued, the amount of Beneficiary Fund on hand in a Subordinate Lodge (being one dollar for

each valid certificate and such sums as may have been received for certificates renewed) shall immediately be forwarded. There is therefore no time allowed. The money must be forwarded at once, and failing to do so in a reasonable time, (that is, the time requisite to transact the business,) the Lodge may be suspended. *Pro. 7th An. Sess. S. L., p. 126.*

FAILURE TO FORWARD FUND.

286. When a Subordinate Lodge fails to pay an assessment, to the Grand Recorder, within the time specified, the proper steps for the suspension of the Lodge should at once be taken ; but until a Lodge is suspended the Grand Recorder should continue to notify such Lodge of deaths and assessments.—*Pro. 7th An. Sess. S. L., p. 113.*

HOW BENEFICIARY FUND IS FORWARDED FROM SUBORDINATE LODGES.

287. (1.) *Lodges under the immediate jurisdiction of the Supreme Lodge* forward to the Supreme Recorder, by draft payable to the order of the Supreme Receiver, or otherwise as the Supreme Lodge may determine.—*Sup. L. Const., Art. VIII, Sec. 17.*

288. (2.) *Lodges working under a Grand Lodge not set apart as a Separate Beneficiary Jurisdiction*, forward their amount of Beneficiary Fund to the Grand Recorder, who forwards to the Supreme Recorder the total sum in a draft payable to the Supreme Receiver.—*Sup. L. Const., Art. VII, Sec. 3.*

289. *Note.*—The precise manner in which the money is to be sent by the Subordinate Lodge in the above case is not specified in the Supreme Lodge Constitution, but as the Grand Recorder is required to forward the whole amount received from Subordinate Lodges, in a draft payable to the order of the Supreme Receiver, it seems to be necessary that the money should be sent to him (the Grand Recorder) by the Subordinate Lodges, in a draft payable to his order, or in such other way as will enable him to include all in the draft to be sent by him to the Supreme Recorder.

290. (3.) *Lodges working under a Grand Lodge set apart as a separate Beneficiary Jurisdiction*, forward to the Grand Recorder by a draft payable to the order of the Grand Receiver, or in such other manner as the Grand Lodge may determine.—*Sup. L. Const., Art. VI.*

RECEIPTS FOR BENEFICIARY FUNDS.

291. The beneficiary laws require that all Beneficiary Funds shall be paid to the Supreme or Grand Receiver, as the case may be, who shall execute a receipt therefor, which must be countersigned by the Supreme or Grand Recorder, as the case may be ; and in all cases receipts should be thus executed in order to legally liquidate the Lodge of its liability.—*Pro. 7th An. Sess. S. L. p.*

BENEFICIARY FUND TO BE TURNED OVER TO SUPREME RECEIVER.

292. The Supreme Recorder shall immediately turn over to the Supreme Receiver all drafts or moneys of the Beneficiary Fund forwarded from Subordinate Lodges, and keep an accurate account thereof.—*Sup. L. Const., Art. VIII, Sec. 17.*

293. *Note.*—In Grand Lodges set apart as separate beneficiary jurisdictions, the above applies to the Grand Recorder and Grand Receiver. In Pennsylvania, before the adoption of the above by the Supreme Lodge, the law provided that the Grand Recorder should receive and disburse the Beneficiary Fund, and that rule continues in force.

MONTHLY STATEMENT OF BENEFICIARY FUND.

294. The Supreme Recorder (and in Grand Lodges set apart as separate jurisdictions, the Grand Recorder) shall, on or before the first day of each month, make a full statement of all receipts and disbursements of the Beneficiary Fund, the correctness of which statement shall be attested by the Supreme (or Grand) Lodge Finance Committee, and [a copy of] the same sent to each Subordinate Lodge.—*Sup. L. Const., Art. VIII, Sec. 17.*

CHAPTER IX.**SUSPENSION FROM THE ORDER.****PRELIMINARY NOTE.**

There are four kinds of disqualification or suspension under the laws of the Order, which may be defined as follows :

295. (1.) *Disqualification for Non-payment of Dues.*—When a brother is three months in arrears for dues he forfeits the rights of voting and of holding office, but his rights under his Beneficiary Certificate are not affected. He is not declared suspended, and no record is made of the matter. He is not a “suspended member” under the laws of the Order, but is simply disqualified in respect to the privileges above named. At any time before he becomes in arrears for six months (in some jurisdictions one year) he may regain these forfeited privileges by paying up his arrearages of dues. This disqualification should not be confounded with suspension from the Order, which is treated of in this Chapter.

296. (2.) *Temporary Suspension of Beneficiary Certificate*—This takes place when a brother fails to pay an assessment for the Beneficiary Fund on or before the 28th day of the month in which notice of the same was issued. It does not affect the brother's right of voting or holding office, but, until removed, deprives him of all rights or benefits under his Beneficiary Certificate. It

may be removed at any time before he becomes in arrears for three months, by payment of the amount due at the time of suspension, and of all assessments that have been made in the meantime. If not removed within three months, the brother can then only be reinstated by consent of a majority of the Lodge after medical examination, etc. This reinstatement must take place before he is in arrears for six months' assessments. For laws and decisions relative to this kind of suspension, see Chapter on Beneficiary Certificates. If a brother is not reinstated within the prescribed time, then he becomes suspended from the Order.

297. (3.) *Suspension from the Order for Non-Payment of Dues or Assessments.*—This suspension takes place when a brother is in arrears for assessments for the Beneficiary Fund for a period of six months, or for dues for the same period, or for such time as Grand Lodges may prescribe. It works an entire forfeiture of all claims under the Beneficiary Certificate, and deprives the suspended brother of all rights and privileges as a member of the Order.

298. (4.) *Indefinite Suspension under the Penal Laws of the Order.*—This suspension has the same effect as that mentioned in the preceding paragraph, in depriving a brother of all rights and benefits in the Order, but reinstatement is made more difficult. A member indefinitely suspended is virtually expelled from the Order, and can only be restored to membership by permission of the Supreme or Grand Lodge. (See General Law 27.)

[The laws and decisions relating the latter two kinds of suspension will be found in this Chapter.]

SUSPENSION FROM THE ORDER FOR NON-PAYMENT OF ASSESSMENTS.

299. Any member in arrears on beneficiary assessments for the period of six months, shall stand suspended from all benefits and privileges in the Order. His Beneficiary Certificate shall be reported to the Supreme Recorder (or Grand Recorder) as annulled, and he shall not again be admitted to membership, except as provided in Section 13, of Article VIII, of the Supreme Lodge Constitution.—(See No. 315.)—*Sup. L. Const., Art. VIII, Sec. 13.*

300. *Note.*—The above provision being a part of the Beneficiary Law of the Order, is binding in all jurisdictions. By the operation of the law, a brother six months in arrears, on assessments, "stands suspended" from the Order, whether formally declared so or not. The suspension can only be averted by payment within the specified time, and compliance with the other requirements of the law. The Lodge cannot extend the time for payment.

DECLARATION OF SUSPENSION.

301. The Master Workman has the right, and it is one of his duties, to declare a member suspended when the Financier reports him delinquent on his assessments for the specified time.

302. A member in arrears for beneficiary assessments for six months stands suspended from all benefits and privileges of the Order, although the Financier may have failed to report him to the Master Workman, and he may not have been declared suspended.

SUSPENSION FROM THE ORDER FOR NON-PAYMENT OF DUES.

303. Any member neglecting or refusing to pay the dues fixed by the By-Laws of his Lodge for the period of six months, shall be reported to the Lodge by the Financier, and the Master Workman shall, unless otherwise directed by the Lodge, thereupon declare such member suspended from the Order.—*Sub. L. Const., Art. XI, Sec. 2.*

304. *Note.*—The above is specifically applicable only to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, but a similar provision has been adopted in the Subordinate Lodge Constitutions in the different jurisdictions, except that some have fixed the period at twelve months instead of six. It may therefore be regarded as a general law of the Order.

SUSPENSION FOR NON-PAYMENT OF ASSESSMENTS OR DUES.

305. A brother cannot be suspended from the Order until he is in arrears for beneficiary assessments, or dues and fines, for a period of six months.

306. *Note.*—In some jurisdictions suspension for non-payment of dues does not take place until a member is in arrears for twelve months. The subject of suspension for non-payment of dues is, however, regulated by each Grand Jurisdiction.

307. The non-payment of assessments alone does not affect the standing of a member in the Order, except in his beneficiary rights, until he is in arrears for six months. He is then suspended from all the rights and benefits of the Order. Non-payment of assessments for a period less than six months simply renders void or suspends the Beneficiary Certificate, and deprives a member for the time of all rights to the Beneficiary Fund. Suspension at any time for non-payment of Lodge dues, or for improper conduct, deprives the member at once of all the rights and benefits of the Order, including all right to the Beneficiary Fund.—*Pro. 7th An. Sess. S. L., p. 113.*

NON-ATTENDANCE NOT A CAUSE FOR SUSPENSION.

308. No member of a Subordinate Lodge is subject to suspension for or by reason of non-attendance at the meetings of the Lodge.

SUSPENDED MEMBER CANNOT BE INITIATED AS A NEW MEMBER.

309. A person who has been suspended or expelled from a Lodge for non-payment of dues or assessments, cannot be initiated

into another Lodge as though he had never belonged to the Order. *Pro. 4th An. Sess. S. L., pp. 169, 204.*

SUSPENDED MEMBER CANNOT JOIN ANOTHER LODGE.

310. A member suspended from the Order must be reinstated by the Lodge which suspended him, before he can become a member of any other Lodge of the Order as a charter member or otherwise.—*Pro. 5th An. Sess. S. L., p. 299.*

311. A member who has been suspended in one jurisdiction, going into another, cannot join a new Lodge there as a charter member. He must first be reinstated in the Subordinate Lodge suspending him, and join the new Lodge by clearance card as provided by the laws of the Order.—*Pro. 6th An. Sess. S. L., p. 396.*

SUSPENDED MEMBERS FORFEIT ALL RIGHTS.

312. Any member suspended or expelled from the Order for any cause whatever, forfeits all claims to the Beneficiary Fund during said suspension or expulsion.—*Sup. L. Const., Art. VIII, Sec. 14.*

313. A member suspended (from the Order) is out of the Order and entitled to no privileges or benefits of any kind, until he is reinstated.—*Pro. 3d An. Sess. S. L., p. 89.*

EXPULSION FROM THE ORDER.

314. *Note.*—Immoral conduct and violation of the principles and laws of the Order, are punishable by expulsion from the Order, upon charges preferred and proceedings taken under the laws of the Order. (See Chapter XXII.) A two-thirds vote is required to expel a member.

CHAPTER X.

REINSTATEMENT OF SUSPENDED OR EXPELLED MEMBERS.

REINSTATEMENT OF MEMBERS SUSPENDED FROM THE ORDER FOR NON-PAYMENT OF DUES OR ASSESSMENTS.

315. Any member holding a final card, or a member suspended from the Order by reason of non-payment of dues or arrearages of beneficiary assessments, applying to be reinstated, shall pay the amount he was in arrears at the date of his suspension, under the provisions of Section 12, of Article VIII, of the Supreme Lodge Constitution, and in addition thereto a sum of not less than ten dollars, which sum shall be appropriated to what shall be known as the Literary Fund, and used for no other purpose than the establishing of a library for the use of the members of

the Lodge, in accordance with such rules and regulations as the Lodge may establish; or such sum may be ordered to be paid into the General Fund by a vote of the Lodge. He shall make application in the same manner and form as that prescribed for admission to membership, but shall not be liable for any initiation or degree fees. If his application be approved, he shall deposit one dollar in the Beneficiary Fund of the Subordinate Lodge; and the Recorder shall immediately notify the Supreme (or Grand) Recorder of his reinstatement and renewal of his Beneficiary Certificate. If rejected, the amounts as above specified shall be returned.—*Sup. L. Const., Art. VIII, Sec. 13.*

316. *Note.*—The above Section, it will be seen, applies to two classes—persons holding final cards and those suspended from the Order. A person holding a final card, having withdrawn entirely from the Order, is not identified with one Lodge more than another. He can, therefore, be reinstated in any Subordinate Lodge upon compliance with the requirements of the law; but a member who is suspended from the Order is suspended as a member of the Subordinate Lodge to which he at the time belonged, and can only be reinstated in the same Lodge.

AMOUNT TO BE PAID ON REINSTATEMENT.

317. A member applying to be reinstated, under the provisions or Section 13, of Article VIII, of the Constitution of the Supreme Lodge, must pay all assessments which have been issued previous to his suspension, under Section 12 of said Article, and subsequent and including the one on which his Beneficiary Certificate was suspended by Section 9 of said Article, and in addition thereto the amount required by Section 13—that is, ten dollars for Library Fund, and one dollar to the Beneficiary Fund.—*Pro. 7th An. Sess. S. L., p. 114.*

REINSTATEMENT NOT AFFECTED BY AGE OF APPLICANT.

318. Under the laws as they existed up to the 7th Annual Session of the Supreme Lodge, a brother suspended from the Order, under the Beneficiary Article, could not be reinstated after becoming over fifty years of age. The rule is different under the present laws, Section 15, of Article VIII, Supreme Lodge Constitution, having been repealed.—*Pro. 7th An. Sess. S. L., p. 113.*

319. A member who was suspended from the Order for non-payment of the beneficiary assessments, prior to the 7th Annual Session of the Supreme Lodge, and becoming fifty years of age during such suspension, may be reinstated upon proper application.—*Ibid.*

ARREARS, ETC., TO BE FORWARDED TO THE SUPREME (OR GRAND) RECORDER.

320. When a brother who has been suspended from the Order is reinstated, the beneficiary assessments made up to the time of his suspension from the Order must be paid, and forwarded to

the Supreme (or Grand) Recorder, together with the Medical Examiner's Certificate and notice of renewal.

REINSTATEMENT OF MEMBERS SUSPENDED OR EXPELLED UNDER
PENAL PROVISIONS OF THE ORDER.

321. Any member indefinitely suspended or expelled under the penal provisions of the Order, cannot be restored to membership except by permission of the Supreme Lodge or Grand Lodge, (or during the vacation of said bodies, the Supreme Master Workman or Grand Master Workman,) as the case may be, under whose immediate jurisdiction the Subordinate Lodge is to which such application is made. Such suspended or expelled member shall in all other respects comply with the requirements made in regard to members suspended for non-payment of assessments or dues. *Gen. Law 27.*

322. In case a Subordinate Lodge suspends a member for a specified time, under the penal laws of the Order, all of the provisions of the Beneficiary Laws must be complied with before such member can be reinstated. If the suspension should be for a period of less than three months, at the expiration of the time he can be reinstated by simply paying up, as provided in Section 10 of the Beneficiary Laws. Should the suspension be for a longer period than three months, then compliance with Section 11 of the Beneficiary Laws would be required, and if for a longer period than six months, the member, by limitation of time, as provided in said laws, becomes a suspended member of the Order, and compliance with Section 13 is the only way in which he can regain membership. When a Lodge imposes a penalty extending over six months, they may as well suspend the member from the Order, as this will follow as the result.—*Pro. S. L., 7th An. Sess., p 15.*

RENEWAL OF MEMBERSHIP AFTER WITHDRAWAL.

323. *Note.*—Section 13, of Article VIII, Supreme Lodge Constitution (See No. 315) applies to "any member holding a final card." Such members are reinstated in the same manner as those who have been suspended from the Order for non-payment of assessments or dues.

324. When a person who has severed his connection with the Order, and had issued to him a final card, desires to renew his connections, his application for renewal shall be accompanied by his final card, or he shall present satisfactory proof of its loss. *Gen. Law 25.*

325. A person once a member of the Order, whose connection therewith has been severed so as to annul his Beneficiary Certificate, making application for renewal of membership, must produce his old Beneficiary Certificate or sworn proof of its loss. *Gen. Law 26.*

REINSTATEMENT OF MEMBERS AFTER WITHDRAWAL.

326. A member who has withdrawn from the Lodge and the Order, cannot be reinstated by reconsidering the vote accepting his withdrawal. He must make application and be admitted under the general laws of the Order.—*See Sup. L. Const., Art. VIII, Sec. 13.*

REINSTATEMENT OF MEMBER OF SUSPENDED LODGE.

327. Under the provisions of Section 13, Article VIII, Supreme Lodge Constitution, a member "*suspended from the Order*" can be reinstated by complying with the conditions therein set forth. If the Lodge to which he belongs is suspended, so as to prevent his being reinstated therein, he does not forfeit his rights to the benefits of that Section, but may be reinstated by any other Lodge. In such case it would be necessary for him to present a certificate from the Supreme (or Grand) Recorder showing the date at which he became "*suspended from the Order*," also the assessments of his arrearages on beneficiary assessments, at the date of such suspension, and that he was otherwise in good standing in the Lodge.—*Pro. S. L., 7th An. Sess., p. 14.*

SUSPENDED MEMBER NOT TO BE REINSTATED EXCEPT IN HIS OWN LODGE.

328. A member suspended for non-payment of assessments can not be reinstated in any other Lodge than the one to which he belonged at the time of his suspension (except as provided in the preceding paragraph).—*Ibid.*

 CHAPTER XI.

SUBORDINATE LODGES, THEIR POWERS, DUTIES, ETC.

NAME AND STYLE.

329. Subordinate Lodges are styled or titled in the following form: ".....Lodge No....., of the Ancient Order of United Workmen, of....."—*Sub. L. Const., Art. I, Sec. 1.*

330. No Lodge hereafter named after a person living will be accepted by the Supreme Lodge.—*Pro. 5th An. Sess. S. L., p. 303.*

SUBORDINATE LODGES, NAME AND STYLE OF.

331. No Subordinate Lodge shall be named after any living person.

MINIMUM OF MEMBERSHIP.

332. A Subordinate Lodge under the immediate jurisdiction of the Supreme Lodge, shall consist of not less than ten members. *Sub. L. Const., Art. I, Sec. 1.*

333. Any ten or more persons having the requisite qualifications * * * * residing in the jurisdiction of a Grand Lodge, may petition the Grand Master Workman of such jurisdiction for a Charter for a Subordinate Lodge.—*Gen. Law 2.*

334. Article XIV, Grand Lodge Constitution, fixing the minimum, or the least number of persons that can apply for a charter at ten, originated with the Supreme Lodge, and was accepted by the Grand Lodges. Such Article cannot be altered or amended except by the action of the Grand Lodge in accordance with Article XI, same Constitution, and the approval of the Supreme Lodge.—*Pro. 5th An. Sess. S. L., pp. 255, 304, 305.*

335. *Note.*—The foregoing constitutional provisions and action of the Supreme Lodge, make it clear that no Lodge can be formed in any jurisdiction, or continue legally to exist, with less than ten members. If the membership of a Lodge should be reduced to less than ten, the provisions of No. 21 of Laws Applicable to Grand Lodges (See No. 370) would then apply to it, and its charter would become forfeited as therein provided.

QUORUM FOR TRANSACTION OF BUSINESS.

336. Seven members of a Subordinate Lodge, having the Master Workman's degree, shall be necessary to constitute a quorum for the transaction of business.—*Gen. Law 14.*

337. *Note.*—The Subordinate Lodge Constitution for Lodges under the immediate jurisdiction of the Supreme Lodge, requires that one of the seven members necessary to constitute a quorum shall be either the Master Workman, Foreman or Past Master Workman, and a majority of Grand Lodges have adopted the same provision. In Pennsylvania, one of these officers is required *in addition* to seven members, making eight necessary to constitute a quorum.

STATED MEETINGS.

338. The stated meetings of Lodges under the immediate jurisdiction of the Supreme Lodge shall be held every week (unless special permission be granted by the Supreme Lodge or Supreme Master Workman to meet semi-monthly), at the place and on the day the Lodge shall appoint, with the approval of the Supreme Lodge, and shall not be changed without such approval; the hour of meeting shall be prescribed in the By-Laws. The Lodge shall be opened at the time prescribed in the By-Laws, if a quorum be present.—*Sub. L. Const., Art. III, Secs. 1, 2.*

339. Grand Lodges may, when such a course shall be deemed beneficial, permit their Subordinate Lodges to meet either once

in two weeks or semi-monthly, instead of weekly, in which case the term of officers must be twelve months instead of six months. *Laws Ap. to G. L., Sec. 12.*

340. When the regular meeting of a Lodge comes on a legal holiday, it may be postponed to a day following, provided it is done by a vote of the Lodge, and due notice given to all members.

SPECIAL MEETINGS.

341. The Master Workman shall call special meetings of the Lodge, when requested so to do by seven members in writing. *Sub. L. Const., Art. X, Sec. 1.*

342. *Note.*—The manner of calling special meetings is subject to the control of Grand Lodges, but the above rule has been generally adopted. Special meetings are opened and closed according to the form in the ritual for regular meetings, but the "Order of Business" is not used; the only business which can be transacted at a special meeting, being that for which it is specifically called.

343. A special meeting cannot be held, and the regular routine of business gone through with, the same as at a regular meeting.

344. The Grand Master Workman has no authority to grant dispensations for a called meeting to confer degrees.

345. A Subordinate Lodge cannot pass By-Laws or confer the degrees of the Order at a special meeting.—*Pro. 7th An. Sess. S. L., p. 14.*

MEETINGS ON SUNDAY UNLAWFUL.

346. It shall be unlawful for the Supreme Lodge, or any Grand or Subordinate Lodge, to hold any meetings on Sunday for the purpose of organizing, or transacting any of the ordinary business of the Lodge. Neither shall any Lodge, as a Lodge, hold any picnic or pleasure excursion on Sunday, nor connect the name of the Order or the Lodge by public advertisement with any such Sunday picnic or excursion.—*Gen. Law 33.*

TERMS OF SUBORDINATE LODGES.

347. *Note.*—The semi-annual terms of Subordinate Lodges commence with the first regular meeting in January and July, and end with the last regular meeting in June and December, in all jurisdictions except that of Pennsylvania, in which they commence in December and June and end in May and November.

RIGHTS AND POWERS.

348. A Subordinate Lodge cannot be independent of its Grand Lodge; but must be under its authority at all times.

349. No Subordinate Lodge can apply for or receive any corporate rights or privileges separate from the Grand Lodge, without permission from the Grand Lodge.—*Ibid.*

350. Subordinate Lodges have full power to act for themselves, and control their own affairs, provided they keep strictly within the Constitution and Laws of the Order, but their action in all cases is subject to appeal.

DISPOSAL OF LODGE FUNDS, ETC.

351. The funds and properties of a Subordinate Lodge shall only be used for charitable purposes and for the advancement of the interests of the Order. The donating, or in any manner dividing them among members individually, is a violation of the trust and of the law.

PER CAPITA TAX FROM SUBORDINATE LODGES.

352. Each Lodge under the immediate jurisdiction of the Supreme Lodge, shall pay to the Supreme Lodge, semi-annually, as dues, twenty-five cents per capita tax for every member on the roll. The order for the tax shall be drawn and delivered to the installing officer, previous to the installation.—*Sub. L. Const., Art. XVI, Secs. 1, 2.*

353 *Note.*—The amount of per capita tax and manner of collecting are subject to the control of Grand Lodges within their jurisdictions.

BY-LAWS OF SUBORDINATE LODGES.

354. By-Laws in conformity with the Constitution may be made, and from time to time altered or amended, by submitting the same to the Lodge in writing, signed by two members of the M. W. degree, and having them read at two stated meetings of the Lodge, previous to being acted upon, when by a two-thirds vote they shall be adopted; provided they do not conflict with the Laws or Constitution of the Supreme Lodge, or the Constitution of the Subordinate Lodge, or the principles of the Order; and provided, also, they be submitted to the Committee on Laws and Supervision of the Supreme Lodge, and are approved by the Supreme Lodge or the Supreme Master Workman. *Sub. L. Const., Art. XVIII, Sec. 1.*

355. *Note.*—The constitutional provisions in regard to adopting and amending By-Laws for Subordinate Lodges are substantially the same in all jurisdictions. In some States amendments are required to be read only at one stated meeting previous to being acted upon, instead of at two as above. In Pennsylvania they are submitted only to the Committee on Laws and Supervision for approval, and in Minnesota only to the Grand Master Workman.

356. Each Subordinate Lodge must adopt By Laws for the government of the Lodge.

REPORTS, MONTHLY.

357. The Recorder shall, on or before the first day of each month, notify the Supreme Recorder, or the Grand Recorder, as

the case may be, of all rejections of candidates and expulsions of members, of the suspending, annulling, or cancelling of Beneficiary Certificates or reinstatement of the same, and of the date of countersigning and recording Beneficiary Certificates of members admitted during the preceding month.—*Sub. L. Const., Art. X, Sec. 5.*

358. *Note.*—The above report is known as the “Monthly Beneficiary Return.” In addition to giving the rejections and expulsions, during the month it is a transcript of the entries in the Beneficiary Certificate Book, and shows the *status* of each member of the Lodge as to his Beneficiary Certificate at the time it is made, as well as all changes which have occurred during the month. All certificates issued during the month, with date of recording the same, reinstatements, with date of same, and the suspending, cancelling or transferring of certificates, must appear in the report, so that the record of each certificate will be as full and accurate in the office of the Supreme or Grand Recorder, as in the Subordinate Lodge.

REPORTS, SEMI-ANNUAL.

359. At the close of each term the Lodge shall report to the Supreme Lodge the number of initiations, and the names of brothers admitted by card, suspended, or expelled, and the cause thereof; rejected and deceased; a list of all brothers relieved, with the amount appropriated for that purpose; and the amount of receipts, specifying the fund; the total amount on hand and invested; and the result of the election of officers, according to the form furnished by the Supreme Lodge, which report shall be properly attested by the Master Workman and Recorder, with the seal of the Lodge attached.—*Sub. L. Const., Art. XVI, Sec. 1.*

360. *Note.*—The provisions of the two preceding paragraphs are especially applicable to Lodges under the immediate jurisdiction of the Supreme Lodge, but there are similar requirements in the Subordinate Lodge Constitution in every jurisdiction, besides additional ones in several of the States. The above may therefore be regarded as of general application.

ALL BUSINESS TO BE TRANSACTED IN M. W. DEGREE.

361. All business in Subordinate Lodges, except conferring the Junior Workman and Senior Workman degree, is transacted when open in the Master Workman degree.

VISITING, RIGHT OF.

362. Any Master Workman degree member in good standing, shall have the right to visit any Subordinate Lodge, by proving himself in the semi-annual password and the unwritten work of the Order.—*Gen. Law 37.*

REGALIA, WEARING OF.

363. A brother must wear the regalia of his rank or station in the Order, if the Lodge has such regalia. If the Lodge does not have the regalia, then they must admit him.

364. A Lodge has no right to appear in regalia in a public procession without permission from the G. M. W., or a dispensation from the D. D. G. M. W.

MEMBERSHIP IN TWO LODGES UNLAWFUL.

365. In no case can a person hold membership in two Lodges of the Order at one and the same time

LODGE FUND, HOW DRAWN UPON.

366. No money shall be paid out of the general fund of any Subordinate Lodge, except upon orders drawn upon the Receiver. *Gen. Law 29.*

LIBRARY FUND.

367. Any member holding a final card, or one suspended from the Order, and who may be reinstated under the provisions of Section 13, of Article VIII, of the Supreme Lodge Constitution, shall pay into the Lodge a sum of not less than ten dollars, which shall be appropriated to what shall be known as the Library Fund, and used for no other purpose than the establishing of a library for the use of the members of the Lodge, in accordance with such rules and regulations as the Lodge may establish; or such sum may be ordered to be paid into the general fund, by a vote of the Lodge.—*Sup. L. Const., Art. VIII, Sec. 13.*

368. *Note.*—As the maintenance of libraries for the improvement of the members is one of the objects of the Order, Subordinate Lodges have the right to appropriate money from their General Fund to sustaining a library; or they may set apart a specified amount of the dues of each term for that purpose, or adopt any other legitimate means for carrying out this important object.

SURRENDER OF CHARTER.

369. Any Lodge desiring to surrender its charter shall return to the Grand Lodge, or the Supreme Lodge, if under its immediate jurisdiction, its charters, books, tools, regalia and money in the Beneficiary Fund, but may dispose of its library, furniture and general fund, should it have any, as a majority of the members present at the last regular meeting of the Lodge may determine. *Gen. Law 34.*

SUSPENSION OF SUBORDINATE LODGE AND FORFEITURE OF CHARTER.

370. Any Lodge may be suspended or dissolved, and its charter or dispensation forfeited to the Supreme Lodge or Grand Lodge,

as the case may be. First.—For improper conduct. Second.—For neglecting or refusing to conform to the Constitutions or Laws of the Supreme or Grand Lodge, or the General Laws and Regulations of the Order. Third.—For neglecting or refusing to make its returns, or for non-payment of dues, or of assessments for the Beneficiary Fund, to the Supreme Lodge or Grand Lodge, as the case may be. Fourth.—For neglecting to hold the regular stated meetings as provided by law, unless prevented by some unforeseen circumstances. Fifth.—By its membership diminishing so that less than a constitutional quorum is left. *Provided*, that in all cases, the charter or dispensation shall not be forfeited until the Lodge shall have been duly notified of its offense by the Supreme Recorder or the Grand Recorder, as the case may be, and suitable opportunity given to answer the charges made against it.—*Laws Ap. to G. L., Sec. 21.*

SUSPENSION FOR CONTEMPT.

371. An impeached Lodge neglecting or refusing to answer within a given time, may be tried and suspended for contempt; provided, that to suspend a Lodge, it shall require a two-thirds vote of all the members present who may be entitle to vote.—*Ibid., Sec. 22.*

SUSPENSION FOR ILLEGAL PRINTING.

372. Any Lodge which shall cause to be printed for their own or others' use, any of the secret work, or withdrawal, clearance or traveling cards of the Order, shall, upon satisfactory proof thereof, be suspended and forfeit its charter.—*Ibid., Sec. 23.*

[*Note.*—Ode cards were stricken from the list of prohibited work at the 7th Annual Session of the Supreme Lodge.]

FUNDS AND EFFECTS OF SUSPENDED LODGE.

373. When a Lodge is suspended or dissolved, it shall be the duty of the last Master Workman to deliver up to the Supreme Master Workman or the Grand Master Workman, as the case may be, or their Deputies, all its funds and effects, except its library, furniture and general fund, which shall be disposed of as provided by the general laws of the Order; and if any officer or member having custody of any part of said property or effects, refuses to surrender the same, he may be forever excluded from membership in the Order, even if his Lodge be reinstated.—*Ibid., Sec. 24.*

RESTORATION OF FUND AND EFFECTS OF SUSPENDED LODGES.

374. All funds and effects received by either the Supreme or Grand Lodge from a dissolved or suspended Lodge, shall be restored in the event of its being reinstated, which reinstatement may be done by a majority vote of the Supreme or Grand Lodge, as the case may be, at a stated or special session. *Provided*, Grand Lodges may fix a time after which such dissolved or sus-

pended Lodges shall have no right to said funds and effects.—*Ibid*, Sec. 25.

STATUS OF SUBORDINATE LODGES WHEN GRAND LODGE IS SUSPENDED.

375. When a Grand Lodge is suspended for any cause, the Subordinate Lodges under its jurisdiction shall, during such suspension, be under the control of the Supreme Lodge, subject to the laws governing Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge.—*Gen. Law 35*.

MEMBERS OF DEFUNCT LODGES.

376. A member of a defunct Lodge who was in good standing at the time of its dissolution, may be admitted into another Lodge after having applied to and received from the Supreme Lodge or Grand Lodge, as the case may be, a card signed by the Supreme Master Workman or the Grand Master Workman, and attested by the Supreme Recorder or Grand Recorder, with the seal attached, and countersigned by the member. The application for such card must be accompanied by the fee of two dollars; the card to hold good for six months. The member holding the card must notify the Supreme Recorder or Grand Recorder, as the case may be, of his address, and must forward his assessments for the Beneficiary Fund whenever notified, as required by the beneficiary laws of the Order. He must, before the expiration of six months, deposit said card with some Subordinate Lodge, if there be one in the district in which he resides, but if he be refused admission to membership on said card, the Supreme or Grand Lodge issuing said card, shall renew it.—*Gen. Law 36*.

377. Any member of a defunct or suspended Lodge is entitled to apply for and receive a card from the Grand Recorder, if at the time of the suspension of the Lodge such member was in good standing, but, as by the provisions of Section 11, of Article VIII, Supreme Lodge Constitution, a member who is more than three months in arrears for beneficiary assessments cannot have his Beneficiary Certificate reinstated until he has passed a new medical examination and been accepted by a majority vote of the Lodge, it follows that the Grand Recorder cannot give a card to a member of a suspended or defunct Lodge, if such member be at the time *over three months* in arrears on assessments. A member of a suspended Lodge, who has not within the *proper time* applied for and received a card from the Grand Recorder, stands "*suspended from the Order*" when he becomes six months in arrears on beneficiary assessments.—*Pro. S. L. 7th An. Sess., p. 14*.

REORGANIZATION OF A LODGE.

378. If a Lodge has for any reason ceased to exercise its functions, but has not been suspended by a two-thirds vote of the Grand Lodge, as provided for in Section 2 of "Laws Applicable

to Grand Lodges," and has not members enough in good standing to constitute a quorum, it might be admissible to permit such Lodge to resume its functions, by a sufficient number of members holding certificates as above (See No. 377), and complying in all respects with the requirements of Section 13, Article VIII, meeting together under the supervision and control of the Grand Master Workman, or his Deputy, passing medical examination, balloting for each other, and reorganizing the Lodge in the same manner that new Lodges are organized, and subject to the same rules and restrictions. Or a *new* Lodge might be formed, in the organization of which, suspended members, as above specified, could join, subject to the foregoing requirements.—*Pro. S. L. 7th An. Sess., p. 15.*

CHAPTER XII.

OFFICERS AND COMMITTEES OF SUBORDINATE LODGES.

OFFICERS, ELECTION AND TERM.

379. The officers of the Lodge shall be a Master Workman, Foreman, Overseer, Recorder, Receiver, Financier, Guide, and Inside and Outside Watchman, who shall, with their own consent, be elected semi-annually, by separate ballot, at the last stated meeting in the months of June and December. The retiring Master Workman shall take the chair of the Past Master Workman, except at the institution of a new Lodge, when the Past Master Workman shall be elected. There shall also be three Trustees, one of whom shall be elected to serve for the term of eighteen months, in such manner as to have two remaining over at each election.—*Sub. L. Const., Art. VI, Sec. 1.*

380. *Note.*—In Pennsylvania the election takes place at the last stated meeting in May and November. In New York, at the last meeting in December only, the officers serving for one year.

381. *Note.*—All Subordinate Lodges are required to be officered as above, according to the settled laws of the Order and the requirements of the Ritual. In New York the Guide and Watchman are not elected, but appointed by the Master Workman.

382. All officers of a Lodge are installed to serve for a certain term or until their successors are duly elected and installed.

383. All officers and representatives hold their positions until their successors are duly elected and installed.

384. In case of a vacancy in office (in Subordinate Lodge), the brother filling the vacancy till the end of the term shall be entitled to all the honors thereto belonging.

NOMINATIONS.

385. Nominations for candidates for elective offices shall be made at the stated meeting immediately preceding the election, and the presiding officer shall not close the nominations until every member present has had an opportunity to speak. A member who is duly qualified may be nominated though he be absent from the meeting.—*Sub. L. Const., Art. VII, Sec. 1.*

386. No nominations for any office shall be made on the night of the election, unless a majority of the Lodge consent thereto; and votes polled for members who have not been duly nominated shall be cancelled by the tellers.—*Ibid., Sec. 2.*

387. *Note.*—In case of filling vacancies, nominations can be made on the night of election. In New York nominations are dispensed with entirely. In Tennessee elections take place with or without nominations, as the Lodge may at the time determine. The rule in regard to the subject in the above Sections, governs in Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge; and in all other cases unless Grand Lodges provide otherwise.

MANNER OF CONDUCTING ELECTION.

388. When an election is held for any officer or officers, the presiding officer shall act as judge, and shall appoint two members who have received the Master Workman's degree, to act as tellers, who shall assist in conducting the election in a just and impartial manner; they shall keep a register of all votes polled, and should it appear that there have been more votes polled than there are legally qualified voters present, the presiding officer shall declare the ballot illegal and void, and direct another ballot to be taken immediately; each member voting shall hand his ticket to the tellers, giving his name, and the teller shall deposit it in the poll.—*Sub. L. Const., Art. VIII. Sec. 1.*

389 In case there are more than two candidates for the same office, neither of whom have received a majority of all the valid votes cast for that office, the candidate who received the lowest number of votes shall be withdrawn, and another ballot taken, continuing in like manner until an election is had. The Financier shall furnish the tellers with a list of all members in good standing in the Lodge, who are entitled to vote.—*Ibid., Sec. 2.*

ONE MEMBER MAY CAST VOTE FOR THE LODGE.

390. Usage has established that a Master Workman degree member may be elected *viva voce* by the Lodge to cast the vote thereof for any office for which there is but one candidate; each officer must be elected by a separate ballot, and announced by the presiding officer as having received a majority of all the votes cast for the office.

A MAJORITY OF ALL THE VOTES NECESSARY TO ELECT.

391. In case of a tie vote on the election of officers of a Lodge, a new ballot must be held. A candidate must have a majority of all the votes cast before he can be declared elected.

MASTER WORKMAN HAS THE RIGHT TO VOTE.

392. The Master Workman has the right to vote in the election of officers.

INSTALLATION OF OFFICERS.

393. Officers of the Lodge who have been duly elected shall be installed at the first stated meeting in the months of July and January, unless when a vacancy is filled or a Lodge instituted, in which case the installation shall take place immediately after the election or institution; and any officer who has been duly elected, and notified thereof, failing to present himself for installation (unless prevented by sickness or other unavoidable occurrence), the office to which he has been elected may be declared vacant by the installing officer, and another election ordered forthwith to fill the vacancy.—*Sub. L. Const., Art. IX, Sec. 1.*

394. *Note.*—In Pennsylvania, officers are installed at the first stated meeting in June and December. In New York, at the first meeting in January, to serve during the year.

395. *Note.*—It is the duty of an installing officer to see that the laws of the Order are conformed to with regard to the officers to be installed. Should it appear that a member elected to an office is ineligible to the same, or for any reason disqualified from serving in it, it would be his duty to declare the office vacant and have an election ordered to fill the vacancy, as in the case of an officer elect failing to present himself.

396. *Note.*—Installing officers represent in installation the authority of the Supreme or Grand Lodge. In Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, the officers are installed by the Supreme Master Workman, or by a duly qualified brother deriving legal authority from him; and in Subordinate Lodges in Grand Lodge jurisdictions, the officers are installed by the Grand Master Workman, or by a member who derives legal authority from him.

INSTALLATION IN SUBORDINATE LODGES UNDER IMMEDIATE JURISDICTION OF SUPREME LODGE.

397. In the absence of a Deputy Supreme Master Workman, the officers of a Subordinate Lodge, under the immediate jurisdiction of the Supreme Lodge, should be installed by the Past Master Workman of the Lodge. The Lodge should forward its per capita tax direct to the Supreme Recorder. The key to the S. A. P. W. is sent through the Recorder of the Lodge to the installing officer.—*Pro. S. L. 7th An. Sess., p. 14.*

PUBLIC INSTALLATIONS NOT PERMITTED.

398. Public installations shall not be allowed until further action of the Supreme Lodge.—*Pro. S. L., 6th An. Sess., p. 395.*

INSTALLATION MUST BE AT STATED MEETING.

399. Special meetings cannot be called to install officers. If the District Deputy Grand Master Workman cannot install the officers of all the Subordinate Lodges in his district, he can cause them to be installed by a Past Master Workman.

400. *Note.*—The Subordinate Lodge Constitution in all jurisdictions requires the installation of officers to take place at a specified stated meeting; but this provision can, however, be changed by the action of any Grand Lodge.

RELATIVE RANK OF OFFICERS.

401. The elective officers of a Subordinate Lodge rank in the following order: 1. Master Workman; 2. Foreman; 3. Overseer; 4. Recorder; 5. Receiver; 6. Financier; 7. Guide; 8. Inside Watchman; 9. Outside Watchman.—*See Sub. L. Const., Art. VI, also Ritual.*

BONDS OF OFFICERS.

402. All officers who are required to give bonds, shall present the same, duly executed, which shall be approved before such officers are installed, except in the case of Supreme and Grand Lodge officers.—*Gen. Law 30.*

403. The bond of officers shall hereafter contain the following clause, to wit: "The Beneficiary Fund, which may come into my hands, shall be preserved by me intact, and paid over by me as the law of the Order directs, and in no case shall any claim which I may have against the Order be settled or plead as an offset against the collection from me of any of said fund by suit on this bond."—*Gen. Law 31.*

404. *Note.*—Bonds must be approved by a vote of the Lodge, unless the power is given in the By-Laws for their approval in some other manner.

405. No officer of a Subordinate Lodge, who is required to give bonds, can be legally installed until after he has presented the proper bond, and the Lodge has accepted the same.

406. An officer of a Lodge re-elected to an office which requires him to give bond, must give new bonds.

OFFICERS TO DEPOSIT MONEY OFFICIALLY.

407. All officers of the Order who have charge of moneys, shall deposit said moneys in their official capacity, and pay out the same in like manner.—*Gen. Law 28.*

MASTER WORKMAN, ELIGIBILITY TO OFFICE OF.

408. To qualify a member for the office of Master Workman, he must have served one term in some subordinate office.—*Sub. L. Const., Art. VI, Sec. 2.*

409. *Note.*—The foregoing rule prevails unless Grand Lodges shall otherwise provide.

410. A Past Master Workman of a newly instituted Lodge is eligible to the office of Master Workman, for the term ensuing his retirement from the Past Master Workman's chair.

411. *Note.*—A Master Workman, at the close of his term, is eligible to re-election.

MASTER WORKMAN, DUTIES AND RIGHTS OF.

412. The Master Workman shall preside at all meetings of the Lodge, preserve order therein, and enforce the laws, rules and regulations of the Lodge, and those of the Supreme (or Grand) Lodge; decide all questions of order (subject to an appeal to the Lodge), act as judge of all elections, and declare the result to the Lodge; he shall appoint all committees, unless otherwise ordered by the Lodge; he shall sign all orders on the Receiver for such moneys as may be ordered by a vote of the Lodge, or required by the Beneficiary laws, to be paid; he shall not be entitled to vote, except on the election of officers, or on balloting for candidates; and when the members are equally divided on any question, he shall have the casting vote; he shall open and close the Lodge in due form; he shall call special meetings of the Lodge when requested to do so by seven members, in writing; on the night of his installation he shall appoint three members in good standing in the Lodge to serve as a Business Committee, and at the last stated meetings in June and December (in Pennsylvania May and November) he shall appoint an Auditing Committee, which shall consist of three members in good standing, whose duty it shall be to audit the books and examine the accounts of the Recorder, Financier, and Receiver, and make their reports, in writing, at the next stated meeting. He shall hold all bonds given by subordinate officers. He shall also perform such other duties appertaining to his office as are enjoined by the laws, rules and regulations of the Order.—*Sub. L. Const., Art. X, Sec. 1.*

413. *Note.*—The Master Workman is *ex officio* chairman of the Relief Committee (See No. 459.) The provisions of the above Section, so far as they relate to the general duties of the Master Workman as presiding officer of the Lodge, have, by their adoption in all jurisdictions, become general in the Order. With regard to the calling of special meetings, the time of appointing the Auditing Committee, and the specification of their duties, and the custody of the bonds of officers, Grand Lodges have exercised the right of varying and changing the rule.

414. It is the duty of the Master Workman to take care of the Rituals belonging to the Lodge, and to keep them in a safe place, where they will be secure from observation.

415. The Master Workman has the right to vote in the election of officers, or on balloting for candidates. On all other questions, when the members are equally divided, he shall have the casting vote.

MASTER WORKMAN, ABSENCE OR DISABILITY OF.

416. In the absence of the Master Workman, the Foreman shall preside in his stead. In case of the death, resignation or inability of the Master Workman, the Foreman will serve the balance of the term, and be entitled to all the honors of the Master Workman.

417. In the absence of the Master Workman and Foreman for the evening, the Overseer will take the chair of the Foreman, and a Past Master Workman will take the chair of the Master Workman. Grand Lodges, however, may provide that the Overseer shall preside as Master Workman in the absence of the Master Workman and Foreman.

FOREMAN, DUTIES OF.

418. The Foreman shall assist the Master Workman in preserving order, aid him in conducting the ceremonies, have charge of the inner door, and, in the absence of the Master Workman, shall preside in his stead, and perform such other duties as are enjoined by the laws, rules and regulations of the Order. In case of the death, resignation or inability of the Master Workman to serve, he shall fill his term, at the expiration of which he shall be entitled to all the honors of the Past Master Workman.—*Sub. L. Const., Art. X, Sec. 2.*

419. *Note.*—The general rule that vacancies shall be filled in the manner of the original selection, does not apply in the case of the Master Workman's chair, unless so provided by Grand Lodges. By the above Section that chair may be said to never become vacant; because in case of the death, resignation or disability of the brother who has been elected and installed, the Foreman at once becomes Master Workman by virtue of his office without installation, except that which he has already had as Foreman, which includes in it the duties of Master Workman in case of such contingency arising. There is, therefore, but one election and installation of a Master Workman in a term, no matter how many changes take place. Whenever the Foreman becomes Master Workman as above provided, the Foreman's chair becomes vacant, and an election is held to fill it, and the brother elected must be installed as Foreman; but there is no election or installation of Master Workman except the regular election and installation for the term.

420. *Note.*—The Foreman is *ex officio* a member of the Relief Committee (See No. 459.)

421. The Foreman should allow no brother to leave the hall without the consent of the Master Workman, or to enter the Lodge room or retire from it, during the opening, initiatory or closing ceremonies, the reading of the minutes, or when conferring degrees. When requested by the Master Workman, he will take the station of that officer and confer the degrees.

OVERSEER, DUTIES OF.

422. The Overseer shall perform such duties as are required of him by the laws, rules and regulations of the Order, and, in the absence of the Foreman, shall fill his place.—*Sub. L. Const., Art. X, Sec 4.*

423. *Note.*—The Overseer is *ex officio* a member of the Relief Committee. (See No. 459.)

424. *Note.*—By the Constitution for Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, the presence of the Master Workman, the Foreman, or a Past Master Workman is necessary to a quorum. This excludes the Overseer as a presiding officer. In jurisdictions where this provision exists, the Overseer is not entitled to take the Master Workman's chair in the absence of the Master Workman and Foreman; but there is nothing in the general laws of the Order to prevent Grand Lodges from establishing a different rule and making it his duty to preside in their absence.

425. It is the duty of the Overseer to assist the Master Workman and Foreman in preserving order; to take charge of and arrange the tools of the Lodge during its sessions; to see that members are properly instructed in the signs of the Order; and, when requested by the Master Workman, to take his station and confer the Junior Workman's degree.

RECORDER, DUTIES OF.

426. The Recorder shall keep accurate minutes of the proceedings of the Lodge, which he shall record in a book provided for that purpose; he shall attest all orders drawn on the Receiver, make out the semi-annual report of the work and business of the Lodge for the Supreme (or Grand) Lodge, forward the same to the Supreme (or Grand) Recorder properly signed and attested, with the seal of the Lodge attached; he shall, on or before the first day of each month, notify the Supreme (or Grand) Recorder of all rejections of candidates and expulsions of members—of the suspending, annulling or cancelling of Beneficiary Certificates, or reinstatement of the same, and of the date of countersigning and recording Beneficiary Certificates of members admitted during the preceding month; he shall conduct the correspondence and have charge of the seal and records of the Lodge; he shall notify all applicants who have been elected to membership; he

shall notify the Supreme (or Grand) Recorder of all transfers of membership into or out of the Lodge; and shall perform such other duties as are required of him in the Article on Beneficiary Fund, and as are enjoined by the laws, rules and regulations of the Order.—*Sub. L. Const., Art. X, Sec. 5.*

RECORDER, DUTIES OF, ENTRIES ON MINUTES.

427. The Financier's report, each meeting night, of beneficiary moneys received by him and paid over to the Receiver, shall be entered upon the minutes.—*Sup. L. Const., Art. VIII, Sec. 16.*

428. When the Beneficiary Fund on hand in a Subordinate Lodge is forwarded to the Supreme (or Grand) Recorder, a record thereof shall be entered upon the minutes.—*Sup. L. Const., Art. VIII, Sec. 8.*

RECORDER, DUTIES OF—CERTIFICATE REGISTER BOOK.

429. When the Financier of a Subordinate Lodge receives arrearages from beneficiary assessments, as provided for in Sections 10, 11, 12 and 13, of Article VIII, of the Supreme Lodge Constitution, and notifies the Lodge of the same, the Recorder shall note the same in the minutes of the Lodge, and mark the certificate so paid as renewed on the Certificate Register book, affixing the date thereto.—*Sup. L. Const., Art. VIII, Sec. 9.*

RECORDER, DUTIES OF—EXPELLED MEMBERS.

430. It shall be the duty of Recorders of all Subordinate Lodges to send to the Supreme or Grand Recorder under whose jurisdiction they may be, with their monthly returns, the names of all brethren expelled from the Order for any cause whatever; and immediately upon receiving from the Supreme or Grand Recorder a list of members expelled from the Order, they shall enter the same in alphabetical order in a book provided for that purpose. •
Gen. Law 32.

RECORDER, DUTIES OF—SENDING NOTICES.

431. When a member holding a final card, or one who has been suspended from the Order, is reinstated under the provisions of Section 13, of Article VIII, of the Supreme Lodge Constitution, the Recorder shall immediately notify the Grand or Supreme Recorder, as the case may be, of the reinstatement of such member and renewal of his Beneficiary Certificate.—*Sup. L. Const., Art. VIII, Sec. 13.*

432. *Note.*—The Recorder being required to conduct the correspondence of the Lodge (*Sub. L. Const., Art. X, Sec. 5*), it is his duty to forward to the Supreme or Grand Recorder, the notice of the death of a brother required by Section 8, of Article VIII, Supreme Lodge Constitution, and all other required notices and reports not otherwise specially provided for.

RECORDER, DUTIES OF—ASSESSMENT NOTICES.

433. It is the duty of the Recorder, immediately after receiving the monthly report of suspensions from the Financier, to make out and forward to the Grand Recorder the monthly return notice. This should be accompanied (if there be a call due) by a draft from the Receiver for the Beneficiary Fund, and the required excess.

RECORDER, DUTIES OF—MONTHLY RETURNS.

[See No. 357.]

RECEIVER, DUTIES OF.

434. The Receiver shall receive from the Financier all moneys received from the Lodge, giving his receipt therefor; pay all orders drawn on him by the Master Workman, attested by the Recorder. He shall keep a regular and correct account of all moneys received and paid by him. He shall keep a separate and distinct account of the Beneficiary Fund, and shall immediately upon the receipt of notice through the Lodge from the Supreme Recorder, forward a draft, payable to the order of the Supreme Receiver, or otherwise as the Lodge may determine, for the amount of the Beneficiary Fund; a receipt from the Supreme Receiver through the Supreme Recorder for the fund so forwarded, an excess required on each assessment, shall be his voucher to the Lodge. When two or more notices are received by the Lodge at the same time, he shall forward in accordance with the Article on the Beneficiary Fund, Section 8. (See No. 275.) He shall have his accounts ready for settlement on the last stated meetings of June and December (in Pennsylvania, May and November), and shall, at the expiration of his term of office, deliver to his successor all moneys, books, papers and vouchers in his hands. Before entering on the duties of his office, he shall give to the Lodge his bond, with approved security, for such amount as the Lodge may deem satisfactory, for the faithful performance of his duty.—*Sub. L. Const., Art. X, Sec. 6.*

435. *Note.*—The provisions of the above Section are applicable to Receivers of Subordinate Lodges under the jurisdiction of Grand Lodges, substituting the word “Grand” for “Supreme” wherever it occurs.

RECEIVER, DUTIES OF—BENEFICIARY FUND.

436. It is the duty of the Receiver of the Subordinate Lodge to forward the Beneficiary Fund on hand to the Grand Recorder, (or if the Lodge is under the immediate jurisdiction of the Supreme Lodge, to the Supreme Recorder,) immediately upon the Lodge being duly notified of an assessment.—*Sup. L., Const., Art. VIII, Sec. 8 and 16.*

437. Upon the payment of each assessment notice, the Subordinate Lodge (by its Receiver) shall forward to the Grand Recorder

(or if the Lodge is under the immediate jurisdiction of the Supreme Lodge, to the Supreme Recorder), in addition to the Beneficiary Fund, the sum of fifty cents, which shall be placed in the Supreme (or Grand) Lodge General Fund.—*Sup. L. Const., Art. VIII, Sec. 16.*

438. *Note.*—Grand Lodges have the power to make the sum to be sent in addition to the Beneficiary Fund, less than fifty cents.

FINANCIER, DUTIES OF.

439. The Financier shall keep a full and correct account between the Lodge and each member; receive all moneys for the Lodge, and pay the same to the Receiver before the close of each meeting, taking his receipt therefor; he shall notify all members in arrears to the amount of three months' dues, and when a member is in arrears to the amount of six months' dues, he shall notify the Master Workman of the fact; he shall, at the time of election of officers, furnish the Master Workman with a list of members of the Lodge in good standing and entitled to vote; he shall make out the semi-annual returns of the finances of the Lodge; he shall make out the report for the semi-annual tax due by the Lodge to the Grand or Supreme Lodge; he shall perform such duties as are required of him in the Article on Beneficiary Fund, and at the end of each term he shall furnish the Recorder with a list of all members and their standing in the Lodge; and perform such other duties as are required by the laws, rules and regulations of the Order. He shall give bond in such sum as the Lodge may deem necessary, for the faithful performance of his duties.—*Sub. L. Const., Art. X, Sec. 7.*

440. *Note.*—Except as to keeping accounts with the members, and the duties prescribed by the Beneficiary Laws of the Order, Grand Lodges may add to or vary the duties above enumerated for the Financier.

FINANCIER, DUTIES OF—ASSESSMENT NOTICES.

441. When notice of an assessment has been received by a Subordinate Lodge, it shall be the duty of the Financier to send out to the members written notices of assessment, not later than the 8th day of the month in which the notice was issued by the Supreme (or Grand) Recorder.—*Sup. L. Const., Art. VIII, Sec. 8.*

FINANCIER, DUTIES OF—ASSESSMENT BOOK.

442. The Financier of each Subordinate Lodge shall keep a book wherein all assessments of the Beneficiary Fund shall be entered against each member holding a valid certificate; such entry shall be made bearing date of the first meeting night, and not later than the 8th day of the month in which said notice was received.—*Sup. L. Const., Art. VIII, Sec. 9.*

FINANCIER, DUTIES OF—RECEIPT OF ARREARAGES.

443. The Financier shall, upon the receipt of any arrearages from beneficiary assessments, as provided for in Sections 10, 11, 12 and 13, of Article VIII, of the Supreme Lodge Constitution, pay the same into the Beneficiary Fund (said amount from arrearages to be forwarded to the Supreme or Grand Recorder upon the first order on said fund thereafter,) and notify the Lodge of the same.—*Sup. L. Const., Art. VIII, Sec. 9.*

FINANCIER, DUTIES OF—BENEFICIARY MONEYS.

444. The Financier of the Subordinate Lodge shall pay over to the Receiver, each meeting night, all beneficiary moneys, taking his receipt therefor, and make report thereof in writing, which shall be entered on the minutes.—*Sup. L. Const., Art. VIII, Sec. 16.*

FINANCIER, DUTIES OF—NAMES OF BROTHERS IN ARREARS.

445. On the third (weekly) meeting night following the issuing of assessment notices, and on or before the 28th day of the month, the Financier shall furnish the Lodge with the names of the members who are in arrears on beneficiary assessments, and the Recorder shall place the same on the minutes of the Lodge, and mark such certificates as suspended on the Certificate Register Book, affixing the date thereto.—*Sup. L. Const., Art. VIII, Sec. 9.*

FINANCIER, DUTIES OF—BENEFICIARY FUND TO BE KEPT SEPARATE.

446. *Note.*—The Beneficiary Fund is, by the laws of the Order, to be kept separate and distinct from any other fund. It is therefore the duty of the Financier to take from the Receiver separate receipts for Beneficiary Funds and general funds, and in all respects to keep the accounts of said funds separate and apart from each other.

GUIDE, DUTIES OF.

447. The Guide shall have charge of the regalia and other properties of the Lodge, and perform such other duties as pertain to his office.—*Sub. L. Const., Art. X, Sec. 8.*

448. It is the duty of the Guide to see that all members are qualified to sit in the Lodge, and are clothed in appropriate regalia; that the Watchmen are in their proper places and duly instructed in their duties; to prepare and conduct candidates and introduce visitors; and to have charge of the regalia and tools of the Lodge.

WATCHMEN, DUTIES OF.

449. The Watchmen shall perform such duties as are required of them by the laws, rules and regulations of the Order.—*Sub. L. Const., Art. X, Sec. 9.*

INSIDE WATCHMEN, DUTIES OF.

450. It is the duty of the Inside Watchmen to receive and report to the Foreman the name of each member applying for admission, with the name and number of his Lodge, before receiving the **** ***; and to communicate to the Outside Watchman such instructions as may be from time to time directed by the Master Workman.

OUTSIDE WATCHMAN, DUTIES OF.

451. It is the duty of the Outside Watchman to take charge of the outer door and reception room; to see that none enter who are not members and duly qualified; to use every precaution to prevent persons who are not members of the Order from obtaining unlawful information; to never allow more than one brother to enter at a time; and to see that each brother clothes himself in appropriate regalia before he applies for admission at the inner door.

TRUSTEES, DUTIES OF.

452. The Trustees, unless otherwise provided by Grand Lodges, shall have the general supervision of the land and other property of the Lodge; they shall invest in such securities as the Lodge may direct, such sums as are ordered to be drawn from the Receiver for that purpose, and deposit the vouchers with the Receiver; they shall have the custody of all securities of the Lodge for money loaned or invested; they shall collect or realize all such sums when so directed by the Lodge; they shall collect all interest, rents, and other moneys arising from all investments belonging to the Lodge, and pay the moneys collected by them to the Financier; they shall, at the last stated meeting at the close of every term, report their transactions to the Lodge and make an inventory of all properties of the Lodge. Before entering upon the duties of their office, they shall each give bond, with approved security, for such sums as the Lodge may require, for the faithful performance of their duties.—*Sub. L. Const., Art. X, Sec. 10.*

PAST MASTER WORKMAN, DUTIES OF.

[See Chapter XVI.]

VACATING OFFICE BY ABSENCE.

453. If any officer shall absent himself from three stated meetings of the Lodge (unless prevented by sickness or some other unavoidable occurrence) the Master Workman may declare his office vacant.—*Sub. L. Const., Art. XIII, Sec. 1.*

REMOVAL FROM OFFICE.

454. Any officer may be removed for inattention to his duties, or conduct unbecoming an officer of the Order.—*Sub. L. Const., Art. XIII, Sec. 2.*

VACANCY IN OFFICE, HOW FILLED.

455. Vacancies occurring (except as provided in Note to No. 419) by reason of death, resignation or otherwise, shall be filled in the manner of the original selection, to serve the remainder of the term; but in case of a vacancy in office, nominations, election and installation may take place at the same meeting of the Lodge.—*Sub. L. Const., Art. XIII, Sec. 2.*

OFFICERS, SUSPENSION OF.

456. Officers of the Grand or of Subordinate Lodges, are liable to suspension for non-payment of dues or assessments, the same as other members.

COMMITTEES, HOW APPOINTED.

457. The Master Workman shall appoint all committees, unless otherwise ordered by the Lodge.—*Sub. L. Const., Art. X, Sec. 1.*

BUSINESS COMMITTEE, DUTIES OF.

458. The Business Committee shall serve for the term of six months, and it shall be their duty to correspond with the different Lodges, to ascertain where members are out of employment, and where vacancies are to be filled; to do all in their power to find employment for those who are without it; they shall report weekly to the Lodge all such vacancies, and members of the Order who are out of employment; also the members for whom they have procured employment during the week. All members who are out of, and desire employment, should notify the Business Committee to that effect.—*Sub. L. Const., Art. X, Sec. 11.*

RELIEF COMMITTEE, OF WHOM CONSTITUTED, AND DUTIES OF.

459. The Master Workman, Foreman and Overseer, shall constitute the Relief Committee, of which the Master Workman shall be the Chairman. Their duties shall be to visit sick and disabled members of the Lodge, and report at each stated meeting the condition of such members, and in such cases as they may deem necessary, they may suggest to the Lodge such pecuniary assistance as they believe is needed.—*Sub. L. Const., Art. X, Sec. 12.*

CHAPTER XIII.

APPLICATIONS FOR MEMBERSHIP.

AGE OF APPLICANTS.

460. No person shall be admitted to membership in the Order except he be of the full age of twenty-one years, and under fifty

years of age, at the time of receiving the Master Workman's degree.—*Gen. Law 1.*

461. *Note.*—The date at which a person becomes fifty years of age is ascertained by adding fifty years to the date of his birth. Thus, a person born May 1st, 1828, is on May 1st, 1878, fifty years of age, and ineligible to membership.

462. A member admitted to the Order, who at the time is over the prescribed age, must be excluded therefrom, his admission being illegal and void.

QUALIFICATIONS FOR MEMBERSHIP.

463. No person shall be admitted to membership in the Order, except he be a free white male of the full age of twenty-one years, and under fifty years of age at the time of receiving the Master Workman's degree, of good moral character, competent to earn a livelihood for himself and family, and a believer in the existence of a Supreme Being, the Creator and Preserver of the Universe. *Gen. Law 1.*

464. A person who has lost his right arm is not thereby disqualified from becoming a member of the Order.—*Pro. 7th An. Sess. S. L.*

MODE OF MAKING APPLICATION.

465. Applications for membership shall be made in writing, and signed by the applicant, stating his age, occupation and residence; and the applicant must be recommended by two members of the Lodge in good standing. (See Form No. 1.)—*Sub. L. Const., Art. II, Sec. 2.*

FEE AND MEDICAL CERTIFICATE TO ACCOMPANY APPLICATION.

466. Each application must be accompanied by the amount required by the laws of the jurisdiction in which the application is made, and by the certificate of a regular physician in the required form.—*See Ibid.*

MEDICAL EXAMINER'S CERTIFICATE.

467. Each application for membership must be accompanied with the certificate of a regular physician, in manner and form as directed by the Supreme Lodge. (See Form No. 2.)—*Sub. L. Const., Art. II, Sec. 2.*

468. *Note.*—The above requirement being contained also in Sections 2 and 3, of Article VIII, Supreme Lodge Constitution, which Article is binding upon the whole Order, is therefore of general application, as are also all the decisions of the Supreme Lodge on the subject. The Supreme Lodge law does not expressly require the election of a Medical Examiner in each Lodge, but the general usage and Grand Lodge laws requiring such election have been recognized by the Supreme Body.

469. An application cannot be read and referred to a committee without the Medical Examiner's certificate.

470. *Note.*—The Medical Examiner's certificate to the fact that the applicant is or is not, in his opinion, physically qualified for membership, should in every case be read in the Lodge; and if any member call for the reading of the entire certificate, his request should be granted.

MEDICAL EXAMINERS.

471. In cases where it is impracticable for the Medical Examiner to act, Lodges may accept examinations made by regular physicians who are not members of the Order, but great care should be exercised in the matter.

472. The physician finding an applicant physically disqualified for membership, should report the same to the Lodge, and an entry of the rejection placed upon the records, and the Grand Recorder notified of the fact and cause.

473. Subordinate Lodges may elect more than one examining physician, but they must be members of the Order (if practicable).

474. Medical Examiners must be physicians duly qualified to practice their profession under the laws of the State.

COMMITTEE OF INVESTIGATION, ETC.

475. The application shall be read at a stated meeting of the Lodge, entered on the minutes, and referred to a committee of three, whose duty it shall be to inquire and report at the next stated meeting of the Lodge, as to the character and fitness of the applicant to become a member.—*Sub. L. Const., Art. II, Sec. 2.*

476. *Note.*—In some jurisdictions the report of the committee of investigation is to be made at the second stated meeting after the application is read, instead of at the first. By general usage, the Lodge can grant the committee further time to report, if it be asked for and sufficient reasons given.

477. A brother who recommends an applicant for membership, should not be one of the Committee of Investigation in the application.

478. A majority of the Committee of Investigation can report on an application.

479. The Committee of Investigation must have placed in their hands both the application for membership and the physicians' certificate. They must each be satisfied as to the correctness of the signature to the application, and that the party therein named is the person designated in the physician's certificate in their possession. They shall fully convince themselves from personal observation and inquiry, both as to the moral standing and habits, before endorsing the application, and shall be fully satisfied with the recommendation of the physician before endorsing the same.

480. A brother presented his card for admission to membership, and a committee was appointed on the application. The Deputy Grand Master Workman granted a dispensation allowing the committee to report that night. The committee refused to report until the next regular meeting, whereupon the Lodge voted to fine the committee fifty cents each. The committee appealed from the action of the Lodge. The Grand Master Workman sustained the appeal, and his decision was approved by the Grand Lodge.

UNFAVORABLE REPORT.

481. If the report of the committee be unfavorable, the candidate shall be declared rejected.—*Sub. L. Const., Art. II, Sec. 2.*

GENERAL REQUIREMENTS BEFORE BALLOT.

482. No applicant can be received unless the application (blank form prescribed) is signed by the applicant, accompanied by the certificate of the Medical Examiner, and not until the Investigating Committee appointed by the Lodge have reported favorably and signed the report. A record of these facts should be made on the minutes. It is also incumbent on the committee to see that the application and Medical Examiner's certificate are in proper form, and also to investigate fully as to the fitness of the applicant to become a member both morally and physically; and the Master Workman and the Recorder through whose hands all papers must pass, are required to see that the provisions of the law are strictly complied with before a ballot is taken.—(Order of S. W. W., approved by S. L.)—*Pro. 6th An. Sess., pp. 343, 362.*

BALLOTING ON APPLICATION.

483. If the report be favorable, the applicant shall be balloted for. If the report be unfavorable, he shall be declared rejected. If a ballot is taken and the balls are all white, or only one black ball appears, the applicant shall be declared elected. If there shall appear two or more black balls, the applicant shall be declared rejected, and no other balloting for the same applicant shall take place for the space of six months thereafter, unless the objectors shall withdraw their objection, in which event another ballot may be taken after notice thereof shall have been given at one stated meeting preceding.—*Sub. L. Const., Art. II, Sec. 2.*

484. *Note.*—The Supreme Lodge Constitution, Article VIII, Section 11, requires that a brother in arrears on beneficiary assessments for more than three months, must be again examined by the Medical Examiner of the Lodge before reinstatement. The same rule will apply in the above case. If more than three months have elapsed a new examination is required before another ballot can take place.

NEW BALLOT.

485. After a favorable ballot has been had, and before the conferring of the Junior Workman degree, another ballot shall be

taken at the request of any member of the Lodge, made to the Master Workman or in open Lodge.

486. If, in balloting for a candidate, there should appear two or more black balls, and there is good reason to suppose a mistake has been made, another ballot may be taken, on a vote of the Lodge, provided it is done immediately after the first, and before any member has left the Lodge room.

FORM OF TAKING BALLOT.

487. In balloting for candidates the Guide shall prepare the ballot box, and pass the same to the Master Workman, who, after inspection of the same, casts his ballot. The Guide shall then pass the box to the Foreman, who casts his ballot under the sign, after which the Guide shall place the ballot box on the altar (but in no case shall the ballot box be placed upon the Bible), and the remaining officers and members shall proceed to cast their votes as follows: Commencing at the right hand of the Master Workman, with the Recorder, proceed each in turn until all have cast their ballots, each casting his ballot under the Master Workman's sign. After all have voted the Master Workman will declare the ballot closed. The Guide will then carry the box to the Foreman for inspection, who will announce to the Master Workman that "the ballot is in favor of the applicant," or "not in favor of the applicant." The Guide will then proceed with the box to the Master Workman, who will inspect the same, and declare the candidate elected or rejected.

WHEN BALLOT MAY BE TAKEN.

488. It is not imperative that a ballot be taken immediately upon the report of the Investigating Committee. Subordinate Lodges may provide in their By-Laws that balloting for candidates shall take place only on a certain designated meeting night of each month.

RIGHT TO USE BLACK BALL.

489. A brother has a perfect right to use a black ball without giving his reasons in open Lodge. It is a brother's right to vote a secret ball ballot, so designed that the vote of one member shall not influence that of another, but that every one should vote according to the dictates of his own conscience, free from all external influence.

490. The Master Workman has no right to question the prerogative of members in balloting for candidates, if the members are in good standing. (This decision was given in reply to the question, "If the Committee of Investigation report favorable, and each one afterwards casts a black ball, can the Master Workman declare their action illegal and the result out of order?")

RESIDENCE OF APPLICANTS.

491. No person shall be permitted to join a Lodge of this Order out of the State, District or Territory wherein he resides, except by permission of the Supreme Lodge or the Grand Lodge, as the case may be, having jurisdiction in such State, District or Territory, or, during the vacation of the Supreme or Grand Lodge, the permission of the Supreme Master Workman or Grand Master Workman.—*Gen. Law 13.*

492. *Note.*—The above is the only general law on the subject. The word “District” does not apply to districts composed of counties, etc., under a Grand Lodge. The various Grand Jurisdictions regulate the matter within their limits. The general rule is, that an applicant must be initiated in the Lodge nearest to his place of residence, unless the consent of such nearest Lodge be given to his being initiated in some other Lodge. Grand Lodges do not all adopt the rule precisely in this form, but it may be regarded as the general law to be followed, unless some other rule is specifically laid down by a Grand Lodge.

NOTIFYING OTHER LODGES OF APPLICATION.

493. *Note.*—On this subject there is no general law. It is regulated by the different Grand Jurisdictions.

FORFEITURE OF PROPOSITION FEE.

494. An applicant who has been elected shall be notified of his election by the Recorder within six days thereafter, and should he fail or neglect to present himself for initiation or admission for four stated meetings of the Lodge, after being duly notified of his election (unless prevented by sickness or some other unavoidable occurrence), he shall forfeit his proposition fee.—*Sub. L. Const., Art. II, Sec. 3.*

495. *Note.*—The above provision, as to time of forfeiture, is found in the Subordinate Lodge Constitutions in all jurisdictions. In some, the notice is required to be given within three days instead of six.

RENEWAL OF APPLICATION.

496. No Lodge other than the Lodge to which application was first made, can entertain an application that has once been rejected, unless consent be given under the seal of said Lodge.

WITHDRAWAL OF APPLICATION.

497. *Note.*—There is no general law upon this subject. It is regulated by constitutional provisions in some jurisdictions and by decisions in others. After an application has been referred to a committee, it is the property of the Lodge, and can only be withdrawn by consent of the Lodge. In some jurisdictions this consent is required to be unanimous; in others a majority vote is sufficient to grant it. After an unfavorable report of the commit-

tee an application cannot be withdrawn, as the applicant has then been rejected (see No. 483), and must be so declared and reported.

RETURN OF PROPOSITION FEE.

498. Should an applicant be rejected, the proposition fee shall be returned immediately to the member by whom he was proposed.—*Sub. L. Const., Art. II, Sec. 3.*

499. *Note.*—The above rule is established in all jurisdictions.

CHAPTER XIV.

MEMBERSHIP DEGREES OF THE ORDER.

DEGREES.

500. *Note.*—There are three *membership degrees* in the Order those of Junior Workman, Senior Workman and Master Workman. The conferring of the *first* of these constitutes *initiation* of a candidate; the other two are steps in his advancement to full membership. Nothing is done by Lodges in the Junior and Senior Workman degrees except the conferring of those degrees; all the business of the Order is transacted in the Master Workman degree. The Past Master Workman degree is conferred only on those who have passed the Master Workman's chair (except at the institution of new Lodges, etc.) The Degree of Honor is separate from the regular Lodge degrees, and is open to members of the Master Workman degree, their wives and daughters. Provisions relating to the Past Master Workman degree will be found in Chapter XVI, and those relating to the Degree of Honor in Chapter XV.

WHEN DEGREES MAY BE CONFERRED.

501. The several degrees of the Order shall be conferred at the stated meetings of the Lodge, and not more than one degree shall be conferred on any member at the same meeting without authority, by a dispensation, for each additional degree conferred.—*Sub. L. Const., Art. V, Sec. 1.*

502. *Note.*—The power of the Supreme Master Workman and his Deputies to grant dispensations for the conferring of more than one degree on a member at the same meeting, in Lodges under the immediate jurisdiction of the Supreme Lodge, is implied in the above section. In Grand Jurisdictions the power of granting such dispensations is regulated by the Grand Lodges, and is usually conferred upon District Deputy Grand Master Workmen.

DISPENSATIONS TO CONFER DEGREES.

503. Dispensations to Lodges to confer all three of the degrees upon one and the same candidate at one session of the Lodge, can only be granted in special cases. Privilege to do so in all cases for any specified time cannot be granted.

FEE FOR DISPENSATION.

504. There is no law of the Supreme Lodge requiring the payment of a fee for a dispensation to confer more than one degree upon a brother at one and the same session of the Lodge. Grand Lodges may require a fee to be paid in their jurisdiction.—*Pro. S. L., 7th An. Sess., p. 14.*

DEGREES NOT TO BE CONFERRED BY ANOTHER LODGE WITHOUT WRITTEN CONSENT.

505. No Subordinate Lodge shall confer the degrees upon a member of another Lodge without the written consent of the Lodge to which said member belongs, given under the seal of said Lodge.—*Gen. Law 12.*

JUNIOR WORKMAN DEGREE MEMBERS.

506. Junior Workman degree members are subject to the orders of the Master Workman in attending sick or disabled members, and are liable to a fine for neglect or failure to perform such duty. *Pro. 5th An. Sess. S. L., pp. 262. 305.*

507. Junior Workman degree members are amenable to the laws for immoral conduct the same as other members.—*Ibid.*

508. Junior Workman degree members are entitled to sit in in their own Lodge, when open in the Junior Workman's degree, and to participate with the Lodge in funeral and other processions.—*Ibid.*

509. Junior Workman degree members are entitled to the same attention from the Relief Committee and membership as other members are, in case of sickness or disability, and should receive pecuniary assistance when it is deemed necessary and is suggested by the Relief Committee.—*Ibid.*

APPLICATION FOR DEGREES.

510. Any Junior or Senior Workman, of good standing in the Lodge, desirous of being advanced, shall cause an application to be made for his advancement, at a stated meeting of the Lodge, when a ballot shall be taken, and if the balls be all white, or not more than two black balls shall appear, his application shall be granted; if more than two black balls shall appear, his application shall be rejected, and another application shall not be entertained for the same member for the space of one month thereafter.—*Sub. L. Const., Art. V, Sec. 2.*

511. *Note.*—The above Section of the Constitution for Subordinate Lodges under the immediate jurisdiction of the Supreme

Lodge has been adopted by a majority of the Grand Lodges, but several others provide that after a ballot has been taken, showing one or more black balls, "if one or more members rise and give satisfactory reasons to the Lodge why the applicant should not be advanced, another ballot shall be taken, and if a majority of the balls are white, he shall be declared elected; otherwise his application shall be rejected."

512. *Note.*—The Ritual in conformity with Section 2, of Article VIII, Supreme Lodge Constitution, requires that application for the second and third degrees should be made immediately after the first has been conferred.

BALLOT UPON APPLICATION.

513. Grand Lodges possess the power to provide by their laws for but one ballot on applications for degrees; that is, that the first ballot taken on applications will, if favorable, entitle the applicant to all three degrees, unless a subsequent ballot is called for at the time the subsequent degrees are to be conferred, when a ballot must be taken on the application for each degree.—*Pro. Sup. L. 6th An. Scss., p. 401.*

FAILURE OF APPLICANT TO PRESENT HIMSELF.

514. A brother who has received the Junior Workman or Senior Workman degrees, and fails to present himself for the Senior Workman or Master Workman degree for a period of four weeks, forfeits all rights to advancement as well as all moneys paid to the Lodge, unless satisfactory excuse be given and accepted by the Lodge.

515. *Note.*—There is no general law on this subject, but the above decision is a carrying out of the rules in Section 2, of Article II, of the Constitution, in regard to applicants for membership, and may be regarded as the law by usage in all jurisdictions.

516. A brother of the Junior or Senior Workman degree who fails to take the Master Workman degree within three months, must be re-examined before he can be advanced.

APPLICANTS MUST COMPLY WITH BENEFICIARY ARTICLE.

517. Each member upon making application for third (or Master Workman degree), shall conform to all the requirements set forth in the Beneficiary Article governing Subordinate Lodges; and no member shall be advanced to third (or Master Workman) degree until each and all of said requirements have been fully complied with.—*Sub. L. Const., Art. IV, Sec. 2.*

[*Note.*—The requirements referred to in the above Section will be found in Chapter VI.]

UNIFORMITY OF DEGREE WORK.

518. There is but one mode of initiation or degree work in the Order, and all Lodges must be governed thereby.

CHAPTER XV.

DEGREE OF HONOR.

519. *Note.*—The Degree of Honor is a special degree of the Order, not belonging to its regular system of degrees, but intended to promote union, sympathy and friendship among the wives, daughters, mothers and sisters of members of the Order, and to recognize them as having interests connected with the Order. Every Master Workman degree member in good standing is entitled to the degree upon payment of the required fee. It is not to be conferred upon any other persons except such members, and those related to them as above specified.

HOW THE DEGREE MAY BE CONFERRED.

520. The Degree of Honor may be conferred by the Supreme Master Workman or his Deputies, a Grand Master Workman or his Deputies, a Past Master Workman or the acting Master Workman of a Subordinate Lodge. A Lodge of the Degree of Honor may be called by any of the above named officers, and the degree conferred at a special session of a Subordinate Lodge or in a private and secure place suitable for the purpose.—*D. of H. Ritual.*

ORGANIZATION OF DEGREE OF HONOR LODGES.

521. Upon the application of fifteen petitioners, composed of Master Workmen in good standing in their respective Lodges, their wives, daughters, mothers and sisters, with the fee of five dollars accompanying the same, the Grand Master Workman of the jurisdiction in which said petitioners reside, shall cause to be issued a dispensation to said applicants to institute a Lodge of the Degrees of Honor of the Ancient Order of United Workmen, with the power to adopt such Constitutions and By-Laws for their government as do not conflict with the ritualistic work of the degree or the general laws of the Order.—*D. of H. Ritual.*

522. *Note.*—The laws of the Order in regard to this subject are not very full and explicit. The Supreme Lodge leaves each Degree of Honor Lodge to form its own Constitution and By-Laws, which must not be inconsistent with the laws of the Order, but provides no means for their examination or approval. If any question of conflict with the established rules or laws of the Order should arise, it should be referred to the proper Deputy of the Grand Master Workman or Supreme Master Workman, to be settled as other questions of law or usage arising in the district or jurisdiction are settled.

OFFICERS AND THEIR DUTIES.

523. Lodges of the Degree of Honor, when duly instituted, shall elect or appoint the following officers: Past Worthy Sister of Honor, Worthy Sister of Honor, Sister of Honor, Sister of Ceremonies, Sister Secretary, Sister Treasurer, Sister Usher,

First Maid of Honor to Sister of Honor, Second Maid of Honor to Sister of Honor. Gentlemen: First Adviser to Worthy Sister of Honor, Second Adviser to Worthy Sister of Honor, Inner Watchman, Outer Watchman. The duties of the several officers shall be such as may be prescribed by the Ritual of this degree, and the Constitution and By-Laws as adopted by each Degree of Honor Lodge.—*D. of H. Ritual.*

ELECTIONS AND APPOINTMENTS.

524. The elective officers shall be elected on the last regular meeting nights of June and December, and shall serve for the term of six months, or until their successors have been elected and installed. The appointed officers shall be appointed on the first regular meeting nights of January and July, and shall serve for the term of six months, or until their successors shall have been duly appointed and installed.—*D. of H. Ritual.*

525. *Note.*—The designation of the elective officers is not fixed by the Ritual, and is therefore to be made in the Constitution which the Lodge may adopt

SPECIAL MEETINGS.

526. A Subordinate Lodge has the right to call a special meeting of the Degree of Honor.

527. When a Subordinate Lodge calls a special meeting for the purpose of conferring the Degree of Honor, the Recorder should not enter the proceedings of such meeting on the minutes.

SEMI-ANNUAL PASS-WORD.

528. The semi-annual pass-word of the Degree of Honor must be forwarded to the District Deputy Grand Master Workman, and communicated by him the same as other pass-words, when he is in possession of the degree.

REGALIA AND EMBLEMS OF THE DEGREE OF HONOR.

[See Nos. 479 and 481.]

CHAPTER XVI.

PAST MASTER WORKMEN.

PAST MASTER WORKMAN, DUTIES OF.

529. The Past Master Workman shall assist in conducting the ceremonies, and perform such other duties as are enjoined by the laws, rules and regulations of the Order.—*Sub. L. Const., Art. X, Sec. 3.*

530. It is the duty of the sitting Past Master Workman to exercise a supervisory care over the Lodge; to be the counselor and advisor of its officers and the brethren; and to attend to the devotional exercises of the Lodge in person, or have the same conducted by some suitable brother whom he may call upon to officiate in his stead.

ABSENCE OF SITTING PAST MASTER WORKMAN.

531. If the Past Master Workman of a Lodge is absent from a meeting of the Lodge, or in case of his death, resignation or removal from office, any Past Master Workman present may be designated by the Master Workman to perform the duties of said office. In case there be no Past Master Workman present, the Master Workman may appoint any Master Workman degree member to fill the chair *pro tem*.—*Pro. 3d An. Sess. S. L., pp. 139, 140.*

VACATING OFFICE BY ABSENCE.

532. The Master Workman of a Subordinate Lodge has the right to declare vacant any office of a Subordinate Lodge, including that of Past Master Workman, if the Constitution of the Subordinate Lodge shall so require or authorize. Should a vacancy thus occur in a Lodge during its first term, or in a Lodge where there is no Past Master Workman, any Master Workman degree member in good standing is eligible to the position, as in the case of the temporary absence of the Past Master Workman, when no other Past Master Workman is present. The person whose office is thus declared vacant in a new Lodge is not entitled to any of the rights, privileges or prerogatives appertaining to the position. The member filling the vacancy is entitled to all the rights, privileges or prerogatives pertaining thereto. The giving or according any right, privilege or prerogative to one whose office had thus been declared vacant, because of having filled that position, would be void and of no effect.—*Pro. 6th An. Sess. S. L., p. 401.*

533. When a Master Workman, at the close of his term of office, is re-elected for the ensuing term, the Junior Past Master Workman does not hold over without an election, but the Lodge must fill the position from among the Past Master Workmen of the Lodge.

MASTER WORKMEN WHEN ELECTED REPRESENTATIVES BECOME PAST MASTER WORKMEN.

534. If a Subordinate Lodge, when notified to elect Representatives to participate in the formation of a Grand Lodge, or at any subsequent election of Representatives, is without the requisite number of Past Master Workmen in good standing, it may elect a number sufficient to fill the quota from the Master Workman degree members in good standing, who, by virtue of such election and service as Representatives, become Past Master Workmen.—*Laws Ap. to G. L., Sec. 4.*

HOW THE TITLE OF PAST MASTER WORKMAN CAN BE ACQUIRED.

535. The title of Past Master Workman can be acquired only by election to the office of Past Master Workman at the institution of a Lodge; by serving a term as Master Workman; by filling an unexpired term of Master Workman by the Foreman, or by the election of a Master Workman Degree member as a Representative to participate in the organization of a Grand Lodge.—*Pro. 5th An. Sess. S. L., pp 263, 305.*

536. The member elected Past Master Workman at the institution of a Subordinate Lodge, and the one elected Master Workman at the same time, and who serves until the end of the term, are Past Master Workman in the full sense, and are entitled to all the benefits and privileges of Past Master Workman.—*Ibid.* (See Note to No. 133.)

537. A brother is a Past Master Workman as soon as he passes the Master Workman's chair, although he may not have been installed as Past Master Workman; but he should be installed if possible.

RIGHTS OF PAST MASTER WORKMEN.

538. A Past Master Workman who has duly attained such rank by election or service, is not deprived of the same by resignation of his office.

539. *Note.*—A Past officer joining another jurisdiction from that in which he attained his rank, is entitled to all its privileges and honors in the jurisdiction to which his membership is transferred.

A MASTER WORKMAN WHO RESIGNS, NOT ENTITLED TO HONORS.

540. A Master Workman of a Lodge who resigns before the end of the term, is not entitled to the honors of a Past Master Workman, and is therefore not eligible to election as Representative to a Grand Lodge.—*Pro. S. L., 7th An. Sess., p. 14.*

A MASTER WORKMAN RE-ELECTED BECOMES A PAST MASTER WORKMAN AT CLOSE OF FIRST TERM.

541. A Master Workman of a Lodge who, at the close of his term of office has been re-elected for the succeeding term, becomes a Past Master Workman at the end of his first term, and is eligible to the office of Representative to the Grand Lodge.—*Ibid.*

PAST MASTER WORKMAN DEGREE.

542. Each Grand Lodge must confer the Past Master Workman degree, without pecuniary consideration, upon a brother in good standing, who has legally performed the duties of Master Workman for one term, or the remainder of a term, in a Subordinate Lodge, and upon a brother in good standing who has been elected Past Master Workman at the institution of a new Lodge, or in case of his death, resignation or removal from office, his successor, who shall have served the remainder of the term, and upon

no other person; provided, that in either case the degree shall not be conferred unless he shall have served a majority of the meetings of the term, or remainder of the term for which he had been elected. Grand Recorders, who have served as such for two consecutive years, shall be entitled to all the honors and prerogatives of Past Grand Master Workmen, provided their respective Grand Lodge may have so determined by a two-thirds vote.—*Laws Ap. to G. L., Sec. 19.*

CHAPTER XVII.

BENEFITS TO SICK AND DISABLED MEMBERS, ETC.

SUBORDINATE LODGES MAY OR NOT PROVIDE FOR SICK BENEFITS.

543. Any Subordinate Lodge of the Order may, or may not, provide in their By-Laws for payment of weekly sick benefits. When providing for such payment it must be in accordance with the laws enacted by the Supreme Lodge or Grand Lodge under whose jurisdiction such Subordinate Lodge may be.—*Gen. Law 47.*

544. *Note.*—The above law gives to each Grand Lodge the entire control of the subject of sick benefits within the limits of its jurisdiction.

GENERAL PROVISIONS.

545. Any member of the Lodge entitled to benefits by the provisions of the By-Laws of the Lodge, who, through sickness or other disability, is unable to follow his usual business, or some other occupation, shall be considered a beneficiary member, entitled to receive such weekly benefits as the By-Laws prescribe; provided that such member is not in arrears to the Lodge to the amount of three months' dues, and that he is a member of the Master Workman's degree, and that his sickness or disability is not of a permanent character, or such as does not prevent other men, similarly afflicted, from pursuing their avocations; and provided that his sickness or disability has not originated from intemperance, vicious or immoral conduct; and provided he is not disabled by any disease or infirmity by which he was afflicted previous to his initiation into the Lodge; and provided that the Lodge may reduce the benefits for a sick brother fifty per cent., if the Lodge has been paying him sick benefits for the space of sick months. Any member who shall be taken sick or disabled while in arrears to the Lodge to the amount of three months' dues cannot, by payment of his arrearages, become beneficial during such sickness; nor can a brother, while receiving benefits from the Lodge, become in arrears, so as to debar him from them, the Master Workman be-

ing authorized to pay the Financier from the amount drawn for his weekly benefits a sum sufficient to prevent his becoming in arrears to the Lodge to the amount of three months' dues; nor shall a member be entitled to the weekly benefits while charges are pending against him, under the penal provisions of the laws; but, if after due trial, he shall be acquitted or exonerated, he may claim benefits for the time.—*Sub. L. Const., Art. XII, Sec. 1.*

546. *Note.*—The above law is binding only upon Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge. Each Grand Lodge has the right to adopt such law on the subject as may be deemed best. Those which have provided for sick benefits have adopted substantially the above provisions.

ATTENTION TO SICK AND DISABLED MEMBERS.

547. Each member of the Lodge, previous to the stated meeting of the Lodge, shall be subject to the orders of the Master Workman in attending to sick or disabled members, and should any member fail or neglect to perform such duty, having been notified by the Master Workman, he shall, for each neglect or failure, be fined a sum not less than one dollar.—*Sub. L. Const., Art. X, Sec. 13.*

548. *Note.*—The above is applicable only to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge.

CHAPTER XVIII.

FEES, DUES, FINES, ETC.

FEES FOR INITIATION AND DEGREES.

549. The Subordinate Lodge degrees shall not be conferred upon any person for a less sum than five dollars for the three degrees. *Gen. Law 11.*

550. The initiation fee, and fees for conferring the several degrees shall be such an amount as shall be prescribed by the By-Laws of the Lodge; but in no case shall it be less than five dollars for initiation, two dollars for the Senior Workman and two dollars for the Master Workman degree.—*Sub. L. Const., Art. IV, Sec. 1.*

551. *Note.*—The above is the rule adopted for Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, but Grand Lodges have the right to fix the fees at any rates they see fit, amounting to not less than five dollars for the three degrees.

552. It is contrary to the spirit of the Order for Subordinate Lodges to collude or agree with applicants, that any part of the initiation or degree fees shall be donated back to said applicant on his initiation in the Order, or at any subsequent time.

553. It is contrary to the spirit and letter of our laws for any Subordinate Lodge to make any arrangement whatever, the effect of which will be directly or indirectly to reduce the fees prescribed by the By-Laws for conferring the degrees.

DUES.

554. Each member of the Lodge shall pay into the funds thereof, as dues, such sums as shall be prescribed by the By-Laws; which shall in no case be less than twenty-five cents per month, to commence with the date of his receiving the third (or Master Workman's) degree.—*Sub. L. Const., Art. XI, Sec. 1.*

555. *Note.*—The above restriction as to the minimum of dues, applies only to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge. The right of Grand Lodges to fix such minimum at any amount they consider best, has not been brought into question, and may be regarded as established by usage.

TIME OF COMMENCEMENT OF DUES.

556. *Note.*—The Supreme Lodge, at its Fifth Annual Session, approved a decision of the Supreme Master Workman, that “Junior Workman degree members are chargeable with and must pay dues from the date of initiation;” but at the next session, adopted the new Constitution for Subordinate Lodges, which provides that dues shall commence with the date of the member's receiving the third (or Master Workman) degree. This changes the rule, of course, as to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, but leaves it as it stood before in the different Grand Jurisdictions—some of which provide that dues shall commence from date of initiation, and others from time of receiving the Master Workman degree.

NON-PAYMENT OF DUES, PENALTIES FOR.

557. Any member who neglects or refuses to pay the dues, as fixed by the By-Laws of the Lodge, for the period of three months, shall not be entitled to vote, and shall be disqualified from holding office.—*Sub. L. Const., Art. XI, Sec. 2.*

558. *Note.*—The above has been adopted as the law on the subject in all jurisdictions.

FEE FOR DEPOSIT OF CARD.

559. The minimum fee for joining a new or old Lodge by card, is two dollars.—(See Gen. Laws 3 and 20, Nos. 472 and 490.)

FINE FOR NEGLECT OF DUTY TO SICK MEMBERS.

560. Any member failing to attend a sick or disabled member, when notified by the Master Workman to do so, shall be fined a sum not less than one dollar.—*Sub. L. Const., Art. X, Sec. 12.*

Note.—The above provision, although only applicable to Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, has been substantially incorporated in the Subordinate Lodge Constitutions in all the jurisdictions.

FINE OF OFFICERS FOR NON-ATTENDANCE.

561. *Note.*—There is no constitutional provision or general law on this subject. The By-Laws of Subordinate Lodges usually provide for imposing a fine upon officers for failure to attend a stated meeting of the Lodge—and their right to adopt such By-Laws seems to be generally admitted.

FINE FOR NON-ATTENDANCE.

562. A By-Law to compel the attendance of all the members of a Subordinate Lodge, under a pecuniary penalty, would be inconsistent with the principles of the Order.

CHAPTER XIX.

REGALIA, EMBLEMS, RITUALS, PASS-WORDS, SIGNS, ETC.

EMBLEM OF THE ORDER.

563. The combination of the Anchor, Shield and Sun's Rays is adopted as the Emblem of the Order. No other is to be used upon regalia, or upon printed matter (excepting seals) and it is to be recognized as the badge of the Order, but without prejudice to the right to use the emblems on the regalia now in use.—*Pro. Sup. L., 7th An. Sess., pp. 127, 128.*

BADGE OF THE ORDER.

564. The badge to be worn by officers and members of the various branches of the Order shall be of the size and design herein described:

A circular medal of the diameter of two inches, with the emblem of the Order, (sun's rays, anchor and shield with A. O. U. W. thereon,) suspended from a cross-bar $1\frac{3}{4}$ inches in length, which is to be connected with a pin-bar $2\frac{1}{4}$ inches long and $\frac{3}{8}$ inch in width, by a ribbon $2\frac{1}{2}$ inches long and $1\frac{3}{4}$ inches in width. The pin-bar to have the letters C. H. P. displayed thereon.

For Subordinate Lodges.—Badge as above described, metal white, ribbon scarlet; except P. M. W., which shall be of yel-

low metal and blue ribbon. The officers' badges to be distinguished from members' by the appropriate jewel of office suspended from the pin-bar, in size so as not to touch the medal.

For Grand Lodges.—Badge as above described, metal yellow, ribbon blue; except P. G. M. W., the ribbon for which shall be purple.

For Supreme Lodge.—Badge same as above, metal yellow, ribbon purple.

Jewels of Grand and Supreme Lodge officers to be suspended in like manner as those of Subordinate Lodges.—*Pro. Sup. L., 7th An. Sess., p. 154.*

OFFICERS' JEWELS.

565. For the Supreme Master Workman, square and compass, enclosing the letter "W;" Supreme Foreman, plumb-bob and level; Supreme Overseer, axe and trowel; Supreme Recorder, crossed pens; Supreme Receiver, crossed keys; Supreme Guide, crossed wands; Supreme Watchman, crossed swords; Past Supreme Master Workman, open Bible.—*Pro. 2d An. Sess. S. L., p. 46.*

566. *Note.*—The jewels for officers of Grand and Subordinate Lodges are the same as for officers of the Supreme Lodge.

SUBORDINATE LODGE REGALIA.

567. The regalia for Subordinate Lodges shall consist only of suitable badges for officers and members, to be worn upon the left breast, and all other insignia is abolished; but this is without prejudice to the use of the regalia now owned and used.—*Pro. S. L., 7th An. Sess., pp. 127, 128.*

568. All Subordinate Lodges must procure and use the regalia prescribed by the Supreme Lodge, (except as provided in above section.)—*Pro. S. L., 7th An. Sess.*

SUBORDINATE LODGE REGALIA.

569. For Members—the badge of the Order; metal white, ribbon scarlet.

570. For Officers—the same, with the addition of the appropriate jewel of office suspended from the pin-bar, in size so as not to touch the medal.

571. For Past Master Workmen—the same, except that the badge shall be of yellow metal and blue ribbon.—*Pro. Sup. L. 7th An. Sess., p. 154.*

GRAND LODGE REGALIA.

572. For Members—the badge of the Order; metal yellow, ribbon blue.

573. For Officers—the same, with appropriate jewel of office, suspended from the pin-bar, as in Subordinate Lodges. For Past Grand Master Workmen—the same, except that the ribbon shall be purple.—*Pro. 7th An. Sess. S. L., p. 154.*

SUPREME LODGE REGALIA.

574. For Members—the badge of the Order; metal yellow; ribbon purple.

575. For Officers—the same, with appropriate jewel of office suspended from the pin bar as in Subordinate Lodges.—*Pro. 7th An. Sess. S. L., p. 154.*

FUNERAL REGALIA.

576. The regalia for funeral occasions shall be the Lodge regalia with crape on left arm.—*Pro. 2d An. Sess. S. L., p. 46.*

577. *Note*—At the Fifth Annual Session of the Supreme Lodge, a black satin badge with the name and number of the Lodge, and one or more of the emblems of the Order, was recommended for use on funeral occasions.

PROCESSION REGALIA.

578. Same as Lodge regalia, according to rank of officers and members.

DEGREE OF HONOR REGALIA.

579. Sash of purple, $3\frac{1}{2}$ inches wide, trimmed with gold lace, fringed on bottom ends six inches up to uniting point, heart of silver bullion on sash at centre of breast. Officers, same, with addition of five-pointed gilt stars, one above and one below the heart. Past officers same, except sash to be trimmed all around with gold lace and bullion fringe two inches long.—*Ibid.*

COLORS.

580. The distinguishing color of the Supreme Lodge is *Purple*; that of the Grand Lodge *Blue*; that of the Subordinate Lodge, *Scarlet* for officers and *White* for members.—*Ibid.*

DEGREE OF HONOR EMBLEM.

581. The Degree of Honor Emblem, for the wives, daughters, mothers and sisters of Master Workmen, is a golden heart, bearing upon one side the inscription "W. W. T. Q. E." and upon the other "*Talitha Cumi*."—*Pro. 1st An. Sess., p. 9.*

WORKING TOOLS OF THE ORDER.

582. The Working tools of the Order are the Square, the Compasses, the Axe, the Trowel, the Plumb-Bob, and the Level; and they must conform to the following description:

1st. The Square is made of steel, about one-tenth of an inch thick; one blade being six inches long by one inch wide; the other four inches long by three-quarters of an inch wide; both divided into inches and parts of inches, and properly figured; the whole plated with nickel and neatly burnished.

2d. The Axe is made of steel, with a blade five inches long by one and three-quarters inches wide; the blade and head nickel-

plated, and sides of eye painted red; handle of wood about twelve inches long.

3d. The Trowel is made of steel, with a blade six inches long, by two and a half inches at the widest part; the blade and ferrule nickel-plated, and shank painted red; handle of wood, about four inches long.

4th. The Plumb-Bob is cast iron, about two and a half inches long; one and three-eighth inches at its greatest diameter, and painted either black or lead color.

5th. The Level is cast iron, and consists of a plate six inches long, one inch wide and one-fourth of an inch thick, upon which is a disc two and one-eighth inches in diameter, and a half inch thick, supported by two brackets attached to its circumference and the top face of plate; a portion of the upper half of disc is cut out, leaving a semi-circular ridge one-fourth of an inch thick; and the lower half is made to imitate the ordinary spirit level; the bottom and edges of plate are nickel-plated; the top face and brackets painted red, and the disc in imitation of brass or bronze. *Pro. 5th An. Sess. S. L., p. 252.*

PASS-WORDS AND SIGNS.

583. The Guide should take up the pass-word when about to open in the degrees, unless he is satisfied that all present are qualified to sit in the Lodge.

584. A visiting Master Workman degree member having the semi-annual and degree pass-word and signs, is entitled to a seat in the Lodge while working in the lower degrees, although he may not have the pass-word of the said lower degrees.

585. The Master Workman is the proper officer to instruct his members in the signs and pass-words.

586. A brother cannot visit a Lodge unless he is in possession of the pass-words and signs.

587. The Master Workman cannot instruct a visiting brother in the signs or pass-words, unless the brother has a written order under seal of his Lodge, making request of the Master Workman to instruct him therein.

588. *Note.*—At the opening of the Lodge, the Guide first sees that the Lodge is properly guarded, after which he communicates to the Master Workman, the semi-annual and the degree pass-word, so that the presiding officer may know that he has them correctly. He then receives both words from each person in the Lodge-room, and makes his report to the Master Workman.

SEMI-ANNUAL PASS-WORD.

589. The semi-annual pass-word shall be promulgated to all Subordinate Lodges at the first stated meetings in January and July, or as soon thereafter as the officers may be installed.

590. A brother is entitled to the semi-annual pass-word so long as he is not suspended from the Order.

591. A brother three months in arrears for dues is entitled to the semi-annual pass-word, if not otherwise disqualified.

592. The Master Workman of a Lodge cannot communicate the semi-annual pass-word on a verbal order. A written order, signed by the proper officers and attested by the seal of the Lodge, is necessary.

593. The pass-word should be communicated to Subordinate Lodges by the District Deputy Grand Master Workman or installing officer, orally, and not by key.—*Pro. 7th An. Sess. S. L.*, p. 150.

CARE OF THE RITUALS.

594. The Rituals must not be taken from the Lodge room, but the officers of a Lodge may, with the consent of the Master Workman, copy the lectures pertaining to their several offices, for the purpose of committing the same to memory; provided proper care is taken to keep them from observation, and they are subsequently returned to the Master Workman and by him destroyed.

OBLIGATIONS.

595. The obligations must be used just as they are. They can only be changed by the Supreme Lodge.—*Pro. 4th An. Sess. S. L.*, pp. 169, 204.

ODES, SINGING OF.

596. Lodges can only sing the Odes which are printed in the Ritual.

CROSSING THE HALL.

597. "Crossing the hall," as these words are used in the Ritual, means passing between the Law and the Foreman's chair. Moving from one end of the hall to the other is not crossing the hall.

CHAPTER XX.

NEW LODGES.

PETITION FOR CHARTER.

598. Any ten or more persons, having the prescribed qualifications, residing in a State, District or Territory, under the immediate jurisdiction of the Supreme Lodge, may petition the Supreme Master Workman, or if residing in the jurisdiction of a Grand Lodge, may petition the Grand Master Workman of such jurisdiction for a Charter for a Subordinate Lodge.—*Gen. Law 1.*

599. No person can become a charter member of a Lodge unless he has signed the application for charter before the Lodge has been instituted.

Note—The above rule is applicable in all cases unless set aside by a dispensation under the following law :

CHARTER PRIVILEGES MAY BE EXTENDED BY DISPENSATION.

600. By dispensation, the usual charter privileges may be extended to a new Lodge for a period of thirty days next succeeding its institution ; but all persons applying for membership under these privileges, must be subject to the requirements of the laws relating to membership. In such case, the Committee of Investigation shall report to the Lodge at the meeting at which the application is received, and the Junior Workman, Senior Workman, and Master Workman degrees may be conferred on the said applicants at the same Lodge meeting, and at the minimum fee ; but members so received shall be charged with dues from the same date as those present at the time of institution.—*Gen. Law* 49.

JOINING NEW LODGE BY CARD.

601. Members of the Order, withdrawing from their Lodge for the purpose of starting a new Lodge, may unite in the petition for a charter. The cards of such members shall be presented to the instituting officer, and by him be deposited in the new Lodge, the Recorder of which shall, within one week thereafter, notify the Lodge from which the card emanated ; of such deposit. The fee for deposit of a card in such case shall not be less than two dollars.—*Gen. Law* 3.

602. *Note*.—By General Law 20 (see No. 627) it is made the duty of the Investigating Committee on an application for membership in a Lodge by deposit of card, to inquire of the Lodge granting the card whether all assessments for the Beneficiary Fund have been paid. It is the duty of the instituting officer of a new Lodge to satisfy himself that the same is the case with the cards to be deposited in such Lodge.

603. *Note*.—Members joining by card from a different beneficiary jurisdiction must pass a medical examination the same as a new applicant. In all other respects, such members are admitted the same as those of the same jurisdiction.

EXPELLED OR SUSPENDED MEMBERS CANNOT BE CHARTER MEMBERS..

604. A person cannot be taken as a charter member in the organization of a new Lodge, who is a suspended or expelled member of any Lodge in this Order, without his having been first reinstated in the Lodge from which he was so suspended or expelled. *Pro. 5th An. Sess. S. L* , p. 188.

MEDICAL EXAMINATION.

605. Each applicant on the petition for a charter, except members as provided in the foregoing Section, must present therewith a certificate (in the form prescribed by the Supreme Lodge) of a regular practicing physician, who must be a member of the Order when practicable, that the applicant is in sound bodily health, and has no defect which, in the opinion of the Medical Examiner, is calculated to shorten life, and is a fit subject to participate in the Beneficiary Fund.—*Gen. Law 4.*

APPLICATIONS AND MEDICAL EXAMINER'S CERTIFICATES TO BE APPROVED AND FORWARDED.

606. In instituting new Lodges, the applications and Medical Examiner's certificates of the charter members thereof, shall be attested and approved by the instituting officer, and in such cases the degree of Master Workman may be conferred before the issuance of beneficiary certificates; the instituting officer, as soon as the Lodge is organized, forwarding to the Grand Recorder or the Supreme Recorder, as the case may be, said applications and medical examiner's certificates with the required fee.—*Sup. L. Const., Art. VIII, Sec. 19.*

BALLOTING BY PETITIONERS.

607. The petitioners shall meet at the time and place fixed upon by the instituting officer, and, under the direction of the Supreme Master Workman or his Deputy, or of the Grand Master Workman or his Deputy, as the case may be, proceed to vote by secret ballot for each applicant in turn, in alphabetical order. If two or more black balls shall appear against an applicant he shall be declared rejected, and his petition for membership in the Order shall not be again considered for the period of six months thereafter.—*Gen. Law 5.*

ORGANIZATION OF LODGE, ELECTION OF OFFICERS.

608. If after the balloting it is found that less than ten members have been elected, the Lodge shall not be instituted until the required number is made up. When ten or more have been elected, they shall be instructed in the degrees, after which they shall proceed, under the direction of the instituting officer, to elect a Past Master Workman, a Master Workman, a Foreman, an Overseer, a Recorder, a Receiver, a Financier, a Guide, and an Inside and Outside Watchman, and three Trustees.—*Gen. Law 6.*

609. The election of officers shall take place after the degrees are conferred on the charter members.

TERM OF OFFICERS.

610. All the officers elected at the institution of a Lodge, shall serve until the end of the term in which they have been elected,

and shall be entitled to all the rights and privileges to which officers elected for a full term are entitled.—*Gen. Law 7.*

TRUSTEES.

611. One of the Trustees shall be elected to serve until the end of the term for which the other officers are elected; one to serve six months longer than the first, and one to serve twelve months longer than the first; and at the end of the term for which they were severally elected, their successors shall be elected to serve terms of eighteen months each.—*Gen. Law 8.*

FEE FOR INITIATION AND DEGREES.

612. The Subordinate Lodge degrees shall not be conferred upon any person for a less sum than five dollars.—*Gen. Law 11.*

613. *Note.*—Grand Lodges have the power to fix the fee for the three degrees, in the institution of new Lodges, at any amount they deem best, provided it be not less than five dollars.

FEE FOR DEPOSIT OF CARD.

614. *Note.*—The minimum fee to be paid by a member of the Order joining a new Lodge by card is two dollars, (see No. 601). Grand Lodges have the power to increase the amount of this fee.

CHARTER FEES TO BE PAID BY NEW LODGE.

615. No Subordinate Lodge shall be instituted under the immediate jurisdiction of the Supreme Lodge for a less sum than one hundred dollars, nor under the jurisdiction of a Grand Lodge for a less sum than fifty dollars.—*Gen. Law 9.*

SUPPLIES TO NEW LODGE.

616. The supplies to be furnished a Subordinate Lodge at its institution, shall be regulated by the body granting the charter; provided, in all cases, that the charter, ritualistic work, constitutions, blank books, and forms necessary to properly conduct the business of the Lodge, shall be furnished at the prescribed fee. *Gen. Law 10.*

INSTITUTING OFFICER.

617. A District Deputy Grand Master Workman has not authority to depute any other person to represent or act for him in the organization and institution of a Lodge. Should a Lodge, however, be instituted by one deputized for that purpose by a District Deputy Grand Master Workman, the Lodge would be entitled to all the rights and privileges of a regularly instituted Lodge, although it was done in an informal manner, being itself guilty of no fault.—*Pro. 7th An. Sess. S. L., p. 150.*

CHAPTER XXI.

CLEARANCE AND FINAL CARDS.

APPLICATION FOR CLEARANCE CARD.

618. Any member in good standing wishing to withdraw from a Lodge, shall apply personally or otherwise in open Lodge for a clearance card, when, on payment of all fines and dues charged against him on the Financier's books, a vote shall be taken, and if a majority of votes be in favor, the card shall be granted.—*Gen. Law 15.*

619. *Note.*—The difference between a clearance card and a final or withdrawal card needs to be clearly observed. The former is granted when a member, for any reason, wishes to withdraw from a Lodge, but desires to retain his membership in the Order. The latter is given to a member who wishes to separate himself entirely from the Order. A clearance card is a certificate that the person to whom it is issued is a member of the Order in good standing. A withdrawal card is a certificate that the holder of it has ceased to be a member of the Order, having voluntarily withdrawn from it.

PROCEEDINGS WHEN CARD IS REFUSED.

620. Should a majority of those voting refuse to grant the card, the objections shall be stated in writing, and the applicant shall be entitled to a trial in the same manner and form as upon other charges.—*Gen. Law. 18.*

621. *Note.*—Any member in good standing is fairly entitled to receive a clearance card upon making application for it, and complying with the specified conditions. The vote required to be taken on granting the card is for the purpose of bringing the matter to the attention of the Lodge, so that if any members have valid objections to the granting of the card, they may have an opportunity to state them, and thus prevent the granting of a card to an unworthy brother who should be tried and punished by his own Lodge, and not recommended to another. Should no charges be made or sustained against a brother, it is the duty of the Lodge to grant the card.

CARDS NOT TO BE GRANTED FOR MORE THAN SIX MONTHS, DUES AND FEE TO BE PAID.

622. No card shall be granted for a longer period than six months; and on the majority voting in favor of the card being granted, the applicant shall pay to the Financier his dues up to the time of the expiration of the card, together with the price of the card. The price of clearance card to be fixed by the Lodge.—*Gen. Law. 16.*

623. *Note.*—A clearance card may be granted for a shorter period than six months. When a brother joins a Lodge by de-

posit of card, he is required to pay dues in such Lodge from the date of deposit, and having already paid dues to the Lodge granting the card, up to the time of its expiration, will thus be paying double dues for any unexpired term of the card. This can only be avoided under the law by limiting the time of the card to such period as may be advisable in each case.

CLEARANCE CARD MAY BE RECALLED.

624. Should a card be granted, the Lodge may, for proper cause, recall or annul the same.—*Gen. Law 19.*

STATUS OF MEMBERS HOLDING CLEARANCE CARDS.

625. Any member holding his card, without depositing it in another Lodge, shall be under the control of the Lodge granting the card, and shall notify the Recorder of his address at least once each month, and upon notice from the Financier of the death of a brother, shall forward his beneficiary fee to the Lodge, as required in the laws for the government of the Beneficiary Fund.—*Gen. Law 17.*

626. A brother applying for and receiving a clearance card, must pay the dues as prescribed by the By-Laws of the Lodge up to the time the card expires, and the brother holding such card shall remain under the control of the Lodge granting the card, until the deposit thereof; he must pay beneficiary assessments to said Lodge, and attend to all the duties, and possess equal rights and benefits the same as any other member of the Lodge. The granting of a clearance card is not a withdrawal from the Lodge until said card has been received into another Lodge, and official notice given to the Lodge granting the card, of the deposit thereof.

DEPOSIT OF CLEARANCE CARD IN SAME BENEFICIARY JURISDICTION.

627. A brother of the Order wishing to become a member of a Lodge of the same beneficiary jurisdiction, shall make application in writing, and present his clearance card from the Lodge of which he was last a member. If the Lodge is satisfied of the correctness of the card, the application shall be referred to a committee of three members, whose duty it shall be to inquire of the Lodge granting the card if all assessments for the Beneficiary Fund have been paid by the brother holding the card, and report at the next stated meeting of the Lodge as to the character and fitness of the applicant for membership. If the report be favorable, the applicant shall be balloted for; and if only two black balls appear against him, he shall be declared elected to membership; if more than two black balls appear against him, he shall be declared rejected. When admitted to membership, the brother shall pay a fee of not less than two dollars.—*Gen. Law 20.*

628. *Note.*—The duty of ascertaining if all assessments have been paid on a card, is placed by the above law on the Investigat-

ing Committee, but it may be performed by them through the Recorder. This would seem to be the better plan, as all communications should bear the seal of the Lodge, of which the Recorder is the custodian. No vote can be taken by a Lodge on the application for the deposit of a card, without first having received official notice from the Lodge granting said card, that all beneficiary assessments due thereon have been fully paid, and that no charges are pending against the brother holding said card, and no action can be taken on a card after the expiration of the time for which it was granted.

NOTICE OF DEPOSIT OF CARD—DUTIES OF RECORDER, ETC.

629. The Recorder of the Lodge in which the brother deposits his card shall immediately notify the Recorder of the Lodge from which the card was granted, of such deposit, which Lodge shall immediately forward the beneficiary fee of the brother to the Lodge in which he deposited his card, and a record shall be made of his Beneficiary Certificate, and the Supreme Recorder or Grand Recorder, as the case may be, immediately notified of the same, giving the name and number of the Lodge granting the card, and the number of the Beneficiary Certificate held by the brother.—*Gen. Law 21.*

630. When a Lodge which has granted a clearance card receives official notice that it has been deposited in another Lodge, it is the duty of the Recorder to notify the Grand Recorder of the fact; also to enter the same on the records of the Lodge and make the proper entry on the Beneficiary Certificate Register Book. The one dollar on deposit in the Beneficiary Fund should also be immediately forwarded to the Lodge in which the card is deposited; and their receipt for the same, placed in the hands of the Receiver, is a sufficient voucher for the money so forwarded.

EXPIRATION OF TIME ON CARD.

631. At the expiration of the time for which a card was granted, the brother not having deposited it with another Lodge, he shall be considered under the jurisdiction of the Lodge from which he obtained the card, and the same may be deposited with that Lodge if he be in good standing, unless further time is granted.—*Gen. Law 22.*

DEPOSIT OF CARD IN DIFFERENT BENEFICIARY JURISDICTIONS.

632. Any member of the Order holding a clearance card, wishing to become a member of a Lodge in a different beneficiary jurisdiction from that of the Lodge issuing the card, shall make application in the same manner and be subject to the same requirements as an applicant for initiation, except that he shall not be required to pay any fees except those specified in Section 3 of the

Beneficiary Article governing Subordinate Lodges, together with the Medical Examiner's fee, and the fee for membership required by the By-Laws of the Lodge to which the makes application. If his application be approved and he be elected to membership, he shall immediately cancel and deposit with the Lodge his Beneficiary Certificate issued by the jurisdiction from which he has withdrawn, from which time he shall be entitled to all the benefits of the Beneficiary Fund of the jurisdiction governing the Lodge to which he has been admitted. The Recorder of the Lodge shall immediately forward to the Grand or Supreme Recorder, as the case may be, the application for Beneficiary Certificate, which shall be issued in the same manner that other Beneficiary Certificates are issued in such jurisdiction. The Recorder of the Lodge shall also forward the cancelled certificate to the Subordinate Lodge granting the clearance card, which Lodge shall mark said certificate annulled on the books of the Lodge, and forward said certificate to the Supreme Recorder or Grand Recorder, as the case may be, of that jurisdiction. If the application for membership as above provided be rejected, the fees, as provided, shall be returned to the applicant, except the fee of the medical examiner.—*Gen. Law 23.*

633. *Note.*—When a Beneficiary Certificate is cancelled as above provided, and forwarded to Supreme or Grand Recorder, the one dollar which is in the Beneficiary Fund in the Subordinate Lodge on such certificate is to be forwarded when the next call is made upon that fund. It takes the same course as on the cancellation of a Beneficiary Certificate by death of the brother.

AGE OF APPLICANT.

634. A member over fifty years of age removing from one jurisdiction to another, may be admitted by card to membership in a Subordinate Lodge, if he be elected and comply with all the requirements of the laws of the Order.—*Pro. 7th An. Sess. S. L., p. 149.*

WITHDRAWAL FROM THE ORDER.

635. A member in good standing in the Order may sever his connection therewith by paying all amounts due from him to his Lodge, and the fee prescribed for the card, and making application in writing, setting forth his desire to withdraw from the Order, and of surrendering all rights, benefits and privileges of whatever nature and kind, that he may have acquired by virtue of his membership, when a certificate or final card shall be issued to him in the form prescribed by law.—*Gen. Law 24.*

[For form of final card see Form No. 13.]

CARDS TO MEMBERS OF DEFUNCT LODGES.

[See No. 376. General Law 36.]

CHAPTER XXII.

CHARGES, TRIALS, APPEALS.

DISPUTES AND GRIEVANCES.

636. Any members of the Lodge between whom may arise any disputes, difficulties or grievances, may specify the same to the presiding officer, in writing, who shall appoint a committee of three members who have attained the Master Workman degree, whose duty it shall be to examine the parties, their proofs and witnesses, fairly and impartially, and report their decision to him; he shall communicate the same to the parties concerned, when, should the dissatisfaction continue, the whole matter shall be brought before the Lodge, and undergo a regular form of trial; provided, however, that a member having alleged a dispute, difficulty or grievance against another, which shall be proved false or malicious, he shall for the first offense be fined a sum not less than three dollars, and for the second offense be suspended as a dangerous disturber of the peace and harmony of the Lodge, in accordance with the laws, rules and regulations of the Order. *Sub. L. Const., Art. XIV, Sec. 1.*

637. *Note.*—The above provision has been adopted throughout the Order, and may be therefore regarded as general law. It will be observed that it refers to difficulties or disputes between members, and not to charges against members for crimes or offenses. They are referred to the General Laws following.

VIOLATION OF THE LAWS, ETC., OF THE ORDER.

638. Any officer or member of a Lodge of this Order, who shall violate the principles, rules, regulations and customs of the Order, or disregard the requirements and laws thereof, shall be answerable therefor, and shall be tried and punished as the law of the Order may direct.—*Gen. Law 38.*

UNLAWFUL USE OF FUNDS.

639. Any officer or member of a Lodge of this Order who shall knowingly and willfully convert or appropriate to his own use, or to the use of any other person, contrary to the laws and regulations of the Order, any moneys belonging to the General or Beneficiary Fund, shall be tried and if found guilty of the charge, shall, in addition to any civil or criminal proceedings that may be instituted against him, be expelled from the Order, and be forever debarred from again becoming a member of the Order.—*Gen. Law 39.*

IMMORAL OR UNBECOMING CONDUCT.

640. Any officer or member of a Lodge of this Order who may be charged with immoral or unbecoming conduct, shall be tried in accordance with the laws of the Order, in the Subordinate Lodge of which he is a member; provided, that should such immoral or unbecoming conduct be committed while attending the

session of the Supreme Lodge or of the Grand Lodge, of which he is a member, said bodies shall have full power to proceed to trial and decide the case.—*Gen. Law 40.*

TRIAL ON CHARGES.

641. No member of the Order shall be put on trial for any offense unless charges be preferred in writing and a copy served on him, and he have the opportunity of defending himself before a committee appointed to hear the case, who shall report to the Lodge having jurisdiction in the case. He shall have the privilege of defending himself by counsel, provided the counsel shall be a member of the Order in good standing. If the trial be in the Supreme Lodge, its action upon the report of the committee shall be final; if in a Grand or Subordinate Lodge, an appeal may be taken as provided by the laws of the Order.—*Gen. Law 41.*

CHARGES TO BE READ IN LODGE.

642. All charges made against a member shall be handed to the Recorder of the Lodge in which the charge is made, which complaint shall be read at a stated meeting of the Lodge, and the Recorder shall notify the accused when the matter will be taken up for consideration; at which time, if the charges are not withdrawn, a committee of five members shall be appointed.—*Gen. Law 42.*

FORM OF TRIAL AND PROCEEDINGS UPON REPORT.

643. It shall be the duty of the committee to whom a charge has been referred; to examine the parties, their proofs and witnesses, carefully and impartially; they shall give due notice of the time and place of trial, and give fair opportunity for the accuser and accused to be present and to have counsel as above stipulated. But one witness at a time shall be allowed to be present. The committee shall keep a correct journal of the proceedings, reduce the testimony received to writing, and have it signed by the witnesses in the order in which it was received; and after the evidence is closed, reduce to writing their opinion as to the guilt or innocence of the accused, upon each separate charge, and present the same, together with the record of their proceedings and the testimony received, to the Lodge, at as early a day as practicable thereafter. The report of the committee shall be read, and after discussion the Lodge shall take a ballot, and a majority of the votes cast being in favor of the report, it shall be recorded as the judgment of the Lodge. The journal and testimony shall be read on the call of five members.—*Gen. Law 43.*

TWO-THIRDS VOTE REQUIRED IN CERTAIN CASES.

644. To remove an officer, or suspend or expel a member, (except for non-payment of dues or assessments) shall require the concurrence of two-thirds of the votes cast.—*Gen. Law 44.*

645. Should any officer or member be found guilty of any charge, it shall be the duty of the Lodge to prescribe the punishment; provided that to remove an officer or suspend a member shall require a two-thirds vote—*Sub. L. Const., Art. XV, Sec. 2.*

646. A brother is not compelled by our law to appear when charges are preferred against him; but if he neglect or refuse so to do, the committee will proceed with the trial the same as though he were present.

647. Persons who are not members of the Order may be examined as witnesses on the trial of a brother.

TRIAL BY SUBORDINATE LODGES.

648. Any member of the Order, of whatever rank, may be tried by the Subordinate Lodge of which he is a member, upon charges being preferred in proper form, for any misdemeanor, as a member of the Lodge and Order.

CHARGES AGAINST OFFICERS.

649. Every officer against whom charges are preferred shall have a fair and impartial trial, in accordance with the laws, rules and regulations of the Order, and, unless otherwise ordered by the Lodge, he shall officiate until the charges preferred against him shall have been determined.—*Sub. L. Const., Art. XIII, Sec. 3.*

APPEALS TO SUPREME LODGE.

650. Any member of a Grand Lodge or any Subordinate Lodge under the jurisdiction thereof, may appeal to the Supreme Lodge or to the Supreme Master Workman, from the decision of such Grand Lodge, and any member of a Subordinate Lodge under the immediate jurisdiction of the Supreme Lodge, may appeal from the decision of such Subordinate Lodge to the Supreme Lodge. Notice, in writing, of such appeal must be given to the Grand Master Workman of the Grand Lodge, or to the Master Workman of the Subordinate Lodge, as the case may be, within thirty days from the date of such decision; and, within sixty days from the date of such decision, unless good cause to the contrary be shown, not the result of any fault or negligence on the part of the appellant, he must file with the Supreme Master Workman or the Supreme Lodge, a full transcript of all the records and proceedings had, including the evidence, if any, pertaining to the matter, from the decision of which the appeal is taken. This transcript must be prepared by the Grand Recorder of the Grand Lodge or the Recorder of the Subordinate Lodge, as the case may be, and for which the appellant must pay in advance, if required, at the rate of ten cents per hundred words contained therein. Such appeal shall be decided by the Supreme Lodge with all convenient dispatch. In case the appeal be taken from a decision expelling a member from the Order, such appeal shall not suspend the judgment of expulsion; in case such judgment shall be reversed, it shall be the right of the person appealing, within twenty days

after receiving official notice of such reversal, to pay the Financier of the Subordinate Lodge to which he belongs, all assessments and dues that would have accrued against such member during the time of the pending of such appeal, and notice of the reinstatement of his Beneficiary Certificate shall be made, and the same shall be renewed as in case of the renewal of the Beneficiary Certificates of a suspended member. When an order of expulsion is reversed by the Supreme Lodge, the Supreme Recorder shall immediately notify the Grand Recorder of the jurisdiction from which the appeal was taken, who shall immediately give notice to the person and the Lodge from which he was expelled, that upon complying with the requirements of this section, such person shall be restored to all the rights held by him prior to such expulsion; in such case the costs of the transcript from the Lodge expelling him shall be reimbursed to him by such Lodge.—*Sup. L. Const., Art. X.*

651. Hereafter any appeal from the decision of a Grand Lodge or a Grand Master Workman, when not made in conformity with Article X, Supreme Lodge Constitution, shall be dismissed.—*Pro. 7th An. Sess., S. L., p. 75.*

APPEALS BY MEMBERS.

652. Any member considering that injustice has been done him by the decision of the Lodge, may, within one month thereafter, appeal in writing to the proper officer, or Lodge (Supreme or Grand) if in session, stating his reasons. Immediately upon making the appeal, he must notify the Lodge from whose decision the appeal is taken, of the fact, and said Lodge shall, within one month thereafter, forward to the proper officer, or Lodge if in session, a copy of all minutes relating to the subject, together with the journal and testimony taken by the committee, certified under the seal of the Lodge. The member making the appeal must certify to the proper officer or Lodge in session, that he has notified his Lodge of the appeal. Should either party neglect these requirements, the appeal may be dismissed to the disadvantage of the Lodge or brother.—*Gen. Law 45.*

APPEAL BY LODGES.

653. Any Lodge desiring to take an appeal shall do so in the same manner and form as above prescribed.—*Gen. Law 46.*

APPEALS IN GENERAL.

654. *Note.*—Under the foregoing constitutional provision and laws, appeals may be taken as follows:

1. Any officer or member of a Subordinate Lodge may appeal from the action of his Lodge to the Grand Lodge or to the Supreme Lodge, if his Subordinate Lodge is under the immediate jurisdiction of the Supreme Lodge.

2. Any Subordinate Lodge may appeal from the action of the Grand Lodge under whose jurisdiction it is, to the Supreme Lodge.

3. Any member of a Grand Lodge may appeal from the action of such Grand Lodge to the Supreme Lodge.

4. When the Grand or Supreme Lodge is not in session, appeals may be taken to the Grand or Supreme Master Workman, as the case may be, wherever an appeal is allowed to the Grand or Supreme Lodge.

655. No appeal from the decision of the Master Workman on questions of law arising under the Constitution, general laws, or decisions of the Grand Master Workman approved by the Grand Lodge, can be submitted to the Subordinate Lodge. The appeal must be made to the Grand Master Workman or the Grand Lodge.

656. On all questions of order the members of the Lodge can appeal to the Lodge, from the decision of the Master Workman.

657. The Master Workman is justified in refusing to entertain any questions he believes to be contrary to the Constitution. On questions of law, the only recourse from the decision of the chair, is by appeal to the higher authorities.

CHAPTER XXIII.

MISCELLANEOUS.

OBJECTS OF THE ORDER.

658. Pretermitting all reference to nationality, political opinions or denominational distinctions or preferences, but believing in the existence of a God, the Creator and Preserver of the Universe, and recognizing as a fundamental principle, that usefulness to ourselves and others is a duty which should be the constant aim and care of all, the following are submitted as the aims and purposes of the "Ancient Order of United Workmen."

First—To embrace and give equal protection to all classes and kinds of labor, mental and physical; to strive earnestly to improve the moral, intellectual and social condition of its members; to endeavor, by wholesome precepts, fraternal admonitions and substantial aid, to inspire a due appreciation of the stern realities and responsibilities of life.

Second—To create a fund for the benefit of its members during sickness or other disability, and in case of death, to pay a stipulated sum to such person or persons as may be designated by each member, thus enabling him to guarantee his family against want.

Third—The adoption of such secret work and means of recognition as will insure the protection of its members wherever the Order may exist.

Fourth—To hold lectures, read essays, discuss the new inventions and improvements; encourage research in art, science and literature, and, when practicable, maintain a library for the improvement of the members.

RULES OF ORDER.

659. Roberts' "Rules of Order" shall govern the parliamentary practice of the Supreme Lodge and all Grand Lodges when not otherwise provided for.—*Gen. Law* 48.

ORDER OF BUSINESS.

660. The Master Workman can revert to any order of business, after having passed it, without a motion to do so.

MINUTES.

661. The minutes of a Lodge can only be approved at a stated meeting.

IRREGULAR OR INFORMAL ADMISSION TO THE ORDER.

662. A person admitted into the Order is, while in the Order, complying on his part with all its laws and requirements, entitled to all its rights and benefits, although the manner of his entering or gaining admission into the Order, may have been irregular and informal. A member may be admitted under such circumstances as would authorize the Subordinate Lodge to expel or suspend him. If he has been guilty of any fraud or misrepresentation, or, if knowing all the requirements of the Order, he should fraudulently combine with any one in order to gain admission, this would be an offense for which he could and ought to be tried and punished.—*Pro. 5th An. Sess., S. L., p. 311.*

EFFECT OF DECISIONS.

663. The decision of a Grand Lodge is binding upon its subordinates, unless reversed by the Supreme Lodge or Supreme Master Workman.

MEETINGS ON SUNDAY UNLAWFUL.

664. It shall be unlawful for the Supreme Lodge or any Grand or Subordinate Lodge, to hold any meetings on Sunday for the purpose of organizing or transacting any of the ordinary business of the Lodge. Neither shall any Lodge, as a Lodge, hold any picnic or pleasure excursion on Sunday, nor connect the name of the Order or the Lodge by public advertisement with any such Sunday picnic or excursion.—*Gen. Law* 33.

SPURIOUS LODGES.

665. Any brother who shall be concerned in organizing, or who shall give countenance or support, or shall knowingly visit any Lodge purporting to be Ancient Order of United Workmen, and not possessing a legal, unreclaimed and valid Charter, duly granted and presented or confirmed by the Supreme or a Grand Lodge, shall be deemed unworthy of fellowship, and such brother, upon satisfactory proof, shall be suspended or expelled at the option of the Lodge of which he is a member; and any brother so suspended shall not be reinstated unless the Supreme or Grand Lodge assents thereto. Nor shall any person who has knowingly been in membership in any spurious or illegal Lodge be received into any regular Lodge, without the consent of the Supreme or Grand Lodge.

USE OF SEAL.

666. A communication coming from a Recorder of a Lodge, or a District Deputy Grand Master Workman, is official without a seal, (when a seal has not yet been obtained), but the officer sending such communication should write under his signature the words, "No Seal."

Note.—The rule in regard to seals, founded on general usage and civil law is, that all official communications from a body or officer having an official seal, should be attested by such seal. In the case of new Lodges, etc., communications have to be sometimes written before a seal has been obtained.

Note.—The official seal of a Grand Lodge as used by the Grand Recorder in attesting official certificates and other papers, is *impressed in* the paper. That of the Grand Master Workman is the same seal *printed on* the paper. [see No. 93]. In sending out printed circulars, &c., however, the Grand Recorders usually use the printed seal, and this custom seems to be sanctioned by usage.

Note.—A District Deputy Grand Master Workman is not an officer of the Grand Lodge, and has no official seal. He is a Subordinate or Representative of the Grand Master Workman, and as such is generally authorized to use the printed seal of the Grand Lodge on communications, to indicate his official authority.

TRAVELING IN FOREIGN LANDS.

667. A brother may travel in foreign lands, and in case of death the Beneficiary Certificate must be paid; provided, dues and assessments are paid up in the meantime.

668. *Note.*—Life insurance companies generally place restrictions upon their policy holders in regard to foreign travel. No such restriction has been placed upon the members of the Order, by any general law or by any conditions contained in the Beneficiary Certificate.

PROCESSIONS AND PUBLIC DISPLAYS.

669. Public displays and processions (except funeral processions) can take place only with the consent of the Supreme Lodge or the Grand Lodge, as the case may be, or the proper officer representing the authority of the same.

PUBLICATIONS REFLECTING ON MEMBERS OF THE ORDER.

670. The publication of any circular or other printed matter unjustly reflecting upon the Supreme Lodge, or upon a Grand or Subordinate Lodge, or upon the official conduct of any brother holding an official position in the Order, is an offense, and the party offending, whether an individual member of the Order or a Lodge (Grand or Subordinate), shall be dealt with as prescribed by the laws of the Order, and such penalty inflicted as the body trying the offender may deem right and proper.

MONEY OF THE ORDER NOT TO BE USED BY OFFICERS.

671. It is unlawful for any officer of the Supreme, Grand or Subordinate Lodges to use in his own business, or loan to others to use, or in any way to speculate or derive profit from any funds of the Order in his possession, and any such officer who shall do so, is guilty of embezzlement, and is liable not only to be expelled from the Order, but to be prosecuted criminally for embezzlement. *Pro. 3d An. Sess. S. L., p. 89.*

INTOXICATING LIQUORS PROHIBITED AT BANQUETS, ETC.

672. No Supreme, Grand or Subordinate Lodge of this Order shall, at the institution of a Lodge, or any public entertainment or banquet, set upon the table or caused to be used any intoxicating liquors.—*Pro. 1st Sess., S. L., p. 12.*

ATTENDANCE AT FUNERAL.

673. A By-Law of a Subordinate Lodge is constitutional, which requires every member of such Lodge to attend the funeral of a deceased brother or brother's wife, the Grand Lodge, under which such Subordinate Lodge is organized having no other organic law than that made by the Supreme Lodge and applicable to such Grand Lodge.—*Pro. 7th An. Sess., S. L., p. 113.*

EXTENSION OF THE ORDER.

674. The Order may be extended into the Canadas and the British Possessions in North America, but not into other foreign countries.—*Pro. 7th An. Sess., S. L., p. 125.*

675. It is the judgment of the Supreme Lodge that the extension of the Order any further in the sections of the country visited by the late epidemic, or liable to be so visited hereafter by such epidemics, should cease; and this, without any feeling of exclusiveness or of unkindness towards those who may desire to unite with us, but only as a proper precautionary measure.—*Pro. 7th An. Sess., S. L., p. 141.*

USE OF THE WORD "INSURANCE."

676. The word "insurance" should not be printed upon any returns or other official papers in the Supreme Lodge or any Grand or Subordinate Lodge.—*Pro. 7th An. Sess., S. L., p. 150.*

CHAPTER XXIV.

INSTRUCTIONS TO DEPUTY SUPREME MASTER WORKMEN.

Issued by Supreme Master Workman M. W. Sackett, and approved by the Supreme Lodge, Annual Session, 1879.

Deputy Supreme Master Workmen are instructed to observe the following rules and regulations in organizing Lodges, and will be held to a strict accountability, that Lodges are instituted with a due regard to their future stability and prosperity, and are composed of such persons, both as to character and physical qualifications, as will not only reflect credit on their judgment and discretion as Deputies, but will be for the best interests of the Order. Each and every requirement of the laws and usages of the Supreme Lodge must be observed and enforced. Ignorance of any law or regulation cannot in any case be received as an excuse for any violation or neglect of duty.

CHARTER APPLICATION.

Charter application must be made in duplicate, in the form prescribed by the Supreme Lodge, one copy to be retained by the Lodge, the other forwarded by the D. S. M. W. to the Supreme Recorder, with the applications for Beneficiary Certificate. Each applicant on the charter application, must sign his name in full stating his age at last birthday, and the day and year of his birth, also his residence and occupation.

AGE OF APPLICANTS FOR MEMBERSHIP.

No person shall be admitted to membership who has not arrived at the full age of *twenty-one years* or is *over fifty years of age*. The date at which a person becomes fifty years of age is ascertained by adding fifty years to the date of his birth. Thus, a person born May 1st, 1828, is, on May 1st, 1878, fifty years of age, and is ineligible to membership.

FEE FOR MEMBERSHIP AND DEGREES.

Charter applicants may be admitted to membership and the three degrees conferred for the sum of *Five Dollars*; but after the institution of the Lodge, no person can be admitted and the degrees conferred for a less sum than *Nine Dollars*. (The one

dollar for Beneficiary Fund deposit, and one dollar for Beneficiary Certificate, is always to be paid in addition to the fees prescribed for membership and degrees.) The fees must in all cases be paid before the degrees are conferred.

MEDICAL EXAMINATION.

Each applicant for membership must present the certificate of a regular practicing physician, in the manner and form prescribed by the Supreme Lodge, certifying that the applicant is in sound bodily health, and recommending him as physically qualified to participate in the Beneficiary Fund of the Order. The D. S. M. W. instituting the Lodge, will, on examination and approval of the Medical Examiner's report, fill up and sign the blank instead of the Committee of Investigation.

BALLOT FOR MEMBERSHIP BETWEEN CHARTER APPLICANTS.

Each applicant for membership on the charter application must be balloted for as provided in Section 5 of Laws of General Application; and no person can participate in said ballot unless all of the foregoing requirements have been fully complied with. That the same may be fully understood, D. S. M. W. are required, immediately preceding the ballot, to read, in the hearing of all applicants, the foregoing requirements.

NUMBER OF PERSONS THAT CAN LEGALLY CONSTITUTE A LODGE.

Ten persons, duly examined, qualified and elected are the least number that can legally organize a Lodge. It is, however, much better not to organize a Lodge with less than twenty members.

ADDITION OF NAMES TO CHARTER APPLICATION.

After the ballot for membership has been taken, and the requisite number of persons elected, no new names can be added to the application for charter, and no other persons can be admitted as charter members.

LIST OF SUPPLIES FURNISHED NEW LODGES, AND FEE FOR SAME.

The following is the list of supplies furnished each Subordinate Lodge, at its institution, for which the sum of *One Hundred Dollars* must be paid previous to the institution of the Lodge: 1 Dispensation, 3 Rituals, 25 Ode Cards, 1 set Tools, 2 Gavel, 1 Financier's Assessment Book, 1 Beneficiary Certificate Register Book, 1 Monthly Beneficiary Report Book, 1 Roll Book, 1 Financier's A. O. U. W. Return Report Book, 1 Ledger, 1 Journal, 1 Record Book, 1 Receipt Book (Financier), 1 Receipt Book (Receiver), 1 Warrant Book, 1 Receiver's Cash Book, 1 Supreme Lodge Proceedings, 2 Funeral Ceremonies, 25 Constitutions, 50 Medical Examiner's Reports, 200 Assessment Notices, 50 Membership Applications, 5 Death Reports, 10 Blank Bonds, 5 Final Cards, 5 Clearance Cards, 50 Prospectus Circulars. [Dispensa-

tions issued by the Supreme Lodge in lieu of charter, will be replaced by lithograph charter, after a Grand Lodge is organized in the State or Territory wherein the Subordinate Lodge exists.] Deputies shall in no case institute a Lodge unless they have the necessary supplies in their possession.

SIGNING CONTRACT AND DIRECTING PAYMENT OF BENEFICIARY FUND.

Immediately after receiving Junior Workman's degree, and previous to the conferring of the Senior Workman's degree, each applicant will fill out and sign the blank contract printed on the Medical Examiner's report, making *full and explicit direction* as to whom the Beneficiary Fund shall be paid in case of death. Said contract and direction shall be attested by the D. S. M. W., and each applicant shall, on signing said blank, deposit *One Dollar* in the Beneficiary Fund, as provided in the laws governing said fund, and *One Dollar* for Beneficiary Certificate, the latter fee to be forwarded by the D. S. M. W. with the Medical Examiner's report, to the Supreme Recorder.

INSTRUCTIONS TO NEW LODGES.

Deputy Supreme Master Workmen are not only required to instruct the Lodge in the ritualistic work, but also to give full and explicit directions as to the proper mode of keeping the different books—the use of the various blank forms—the proper reports, monthly and otherwise, to be made to the Supreme Recorder—the manner of making application for Beneficiary Certificates, registering and countersigning the same, &c., &c. Deputies will be held responsible for the correct working of Lodges instituted by them; and that lack of proper instructions may not be pleaded as an excuse for informalities, the Supreme Recorder will, when applied to, furnish minute details on any point not fully understood.

RETURNS AND REPORTS TO SUPREME MASTER WORKMAN AND RECORDER.

Within *five days* after the institution of a Lodge, the D. S. M. W. is required to make report to the Supreme Master Workman of the date of institution of the Lodge, giving the name, number and location, the name and post-office address of the Master Workman and Recorder, and the number of members admitted as charter applicants. Within the same time the D. S. M. W. is required to make the same report, as above, to the Supreme Recorder, and in addition, forward the *original* charter application, with the names of those persons rejected by ballot, *exased*; also a list of the officers of the Lodge; also the Medical Examiner's reports and contracts for Beneficiary Certificates, together with a draft payable to the order of the Supreme Receiver, for the charter fee due the Supreme Lodge, and the one dollar for each application for Beneficiary Certificate.

FEES ALLOWED D. S. M. W. FOR INSTITUTING NEW LODGES.

The compensation allowed D. S. M. W. for instituting new Lodges under the jurisdiction of the Supreme Lodge, is fifty dollars.

CHAPTER XXV.

RULES OF ORDER FOR THE GOVERNMENT OF SUBORDINATE
LODGES.

OPENING OF THE LODGE.

1. The M. W. having taken the chair, the officers and members, clothed in their regalia, shall take their respective seats, and at the sound of the gavel there shall be general silence.

ORDER OF BUSINESS.

2. The order of business laid down in the Ritual shall be followed as the established rule, but this order may be suspended when occasion requires, by the M. W., with the general consent of the Lodge, or by a majority vote; but in any event all the heads of business must be called at a regular meeting of the Lodge before adjournment takes place.

THE MASTER WORKMAN.

3. The M. W. shall preserve order and pronounce the decisions of the Lodge on all subjects. He shall decide questions of law, subject to an appeal to the Grand Lodge or the Grand Master Workman, and questions of order, subject to an appeal to the Lodge by any two members.

4. The M. W. shall decide questions of order without debate but he may ask for and hear remarks upon such questions, if he so desire, before giving his decision.

5. The M. W. is entitled to vote in an election for officers, or on balloting for candidates. When the members of the Lodge are equally divided on any question, he has the casting vote.

6. The M. W. wishing to speak upon or debate any question before the Lodge, must call the Foreman to the chair, before so doing.

7. In the absence of the M. W. and Foreman for the evening, a P. M. W. will preside.

APPEALS ON QUESTIONS OF ORDER.

8. Any two members may take an appeal from the decision of the chair upon a question of order, when the question before the

Lodge shall be, "Shall the decision of the chair stand as the judgment of the Lodge?"

9. On an appeal on a question of order, the M. W. can speak without leaving his station, and no member shall speak more than once.

DECORUM IN THE LODGE.

10. During the reading of the minutes, or of communications, bills or other papers, and when an officer or member is speaking, or the M. W. is putting a question, silence must be maintained in the Lodge.

11. Any member who shall conduct himself in a disorderly manner in the Lodge, and shall refuse to obey the Presiding Officer when called to order, may be excluded from the Lodge room for the evening, and afterwards dealt with as the Lodge may provide.

ORDER IN DEBATE.

12. If two or more members rise to speak at the same time, the M. W. shall decide which is entitled to the floor.

13. Each member speaking to any question, shall stand and respectfully address the M. W., confine himself to the question before the Lodge, and avoid all personalities and indecorous language.

14. A member shall not be interrupted while speaking, except to call him to order, or for the purpose of explanation, or on a question of privilege.

15. If a member be called to order while speaking, he shall at once take his seat until the question of order is determined. If decided against him he shall not proceed without the consent of the Lodge.

16. No member shall speak more than once upon the same subject or question, until all wishing to speak upon it have had an opportunity to do so, nor more than twice without permission of the Lodge.

17. No member shall disturb another when speaking, unless to call him to order, nor stand up to interrupt him, nor pass between him and the chair, or leave the hall while he is speaking.

18. Every member speaking shall designate any officer or member spoken of, by his proper rank and title in the Order.

19. The consequences of a measure may be reprobated, but it is not in order to arraign the motives of those who advocate it, nor to reflect upon the Lodge or its members, or the officers or authorities of the Order.

MOTIONS IN GENERAL.

20. A motion must be made, seconded and stated from the chair, before it is subject to debate.

21. A member rising to make a motion may be allowed to preface it with brief remarks strictly confined to an explanation of the purpose of the motion he is about to offer.

22. A motion which has been made, seconded and stated from the chair, cannot be withdrawn without consent of the Lodge.

23. Before putting a question, the M. W. shall ask, "Is the Lodge ready for the question?" If no member rise to speak, and the M. W. has risen to put the question, no debate on it is then in order.

AMENDMENTS.

24. An amendment must be made, seconded and stated in the same manner as an original motion.

25. When a motion to amend an amendment has been made, no further amendment is in order until that motion has been disposed of.

26. Amendments may be made (1) by inserting or adding certain words, (2) by striking out, or (3) by striking out and inserting,

27. A substitute is to be regarded as an amendment by striking out and inserting.

FILLING BLANKS.

28. When a blank is to be filled, the question shall first be taken on the highest or largest sum or number, and the longest or latest time.

DIVISION OF THE QUESTION.

29. Any member may call for a division of the question when the sense will admit of it, but a motion to strike out and insert shall not be divided except at the option of the mover.

DIVISION OF THE LODGE.

30. Any member doubting the decision of a question, may, immediately after it is announced, call for a division of the Lodge, and a count of the affirmative and negative votes.

31. Upon the call of five members, made when a question is about to be put to the Lodge, the yeas and nays shall be taken and entered upon the minutes.

MOTIONS NOT SUBJECT TO AMENDMENT.

32. The motions to adjourn, to lie on the table, to postpone in, definitely, for the previous question, to reconsider, or to suspend the rules, cannot be amended.

MOTIONS NOT DEBATABLE.

33. The motions to adjourn, to lie on the table, for the previous question, and to take up a subject which has been laid upon the table, are not subject to debate.

SUBSIDIARY MOTIONS.

34. When a principal question is before the Lodge, either of the following motions may be applied to it: to lie on the table, for the previous question, to postpone to a certain time, to commit, to amend, or to postpone indefinitely, which motions shall severally have precedence in the order here arranged.

LIE ON THE TABLE.

35. The motion to lie on the table takes precedence of all other subsidiary motions. If adopted, it sets aside the whole subject before the Lodge, including pending amendments.

36. A subject laid upon the table may be taken up by a majority vote after the transaction of any other business.

PREVIOUS QUESTION.

37. Upon a call for the previous question being made by two members, the M. W. shall immediately put the question, "Shall the main question be now put?" If a majority of the votes be in the affirmative, debate shall cease, and the question shall be put, first upon any amendment or amendments which may be pending, and then upon the main question.

38. If the demand for the previous question is not sustained by a majority of the Lodge, the question under discussion remains before the Lodge in the same position as before the call for the previous question was made.

RECONSIDERATION.

39. A motion to reconsider shall not be received unless made at the same meeting at which the action to be reconsidered was had, and by a member who voted with the prevailing side.

40. The adoption of a motion to reconsider a vote, places the subject before the Lodge in the exact condition in which it was before such vote was taken.

INDEFINITE POSTPONEMENT.

41. When a question is indefinitely postponed, it shall not be acted upon at the same or the next subsequent meeting.

COMMITTEES.

42. The member first named on a committee shall act as chairman until another is chosen by the members of the committee.

43. The mover of a resolution for a special committee is usually the first named thereon.

44. Any member may excuse himself from serving on a committee if, at the time of his appointment, he is a member of two other committees.

45. When the report of a special committee has been received, the committee is thereby discharged without a motion for that purpose, but it may be revived by a vote to recommit the report.

REPORTS OF COMMITTEES.

46. When a report of a committee is offered, it will be received and read, as by general consent, if no objection is offered. If objection is made, the consent of the Lodge, by a majority vote, is necessary before the report shall be read.

47. When a report of a committee has been read to the Lodge, it is then in the possession of the Lodge, and may be adopted, amended, postponed, recommitted, laid on the table, or otherwise disposed of, as a majority of the Lodge may determine.

LIMITING DEBATE.

48. The Lodge may, by a majority vote, adopt in advance a special order requiring debate on any motion or subject to cease at a specified time.

READING PAPERS, ETC.

49. All official communications or notices to the Lodge from the Supreme or Grand Lodge, or their proper officers, and all bills and accounts or other papers relating to the business of the Lodge, shall be read by the Recorder when the proper order of business has been reached.

50. The Recorder shall briefly state the nature of any communications or papers addressed to the Lodge or placed on his desk, not included in the above rule, but they shall not be read unless by general consent or by a vote of the Lodge.

51. Every member has the right to have any paper which is brought before the Lodge for its action, read once in the Lodge before a vote is taken on it, but after it has been once read, a call for another reading is subject to the consent of the Lodge. On such call for a reading for information, the M. W. will direct the paper to be read, unless objection is made, in which case the consent of a majority of the Lodge must first be obtained.

ADJOURNMENT.

52. A motion to adjourn is not in order until the heading, "Good of the Order" is reached, and if adopted, adjournment does not take place until the Financier's report is read, and the Lodge closed in due form.

SUSPENSION OF RULES.

53. Any of these Rules of Order may be suspended by a two-thirds vote, or by general consent; provided, that no rule which involves any constitutional provision or requirement of any law of the Order, shall at any time be suspended.

ROBERTS' MANUAL.

54. "Robert's Rules of Order" shall be authority on all questions of order, arising in the Lodge, which may not be provided for in these rules.

ACCEPTANCE OF ACT OF INCORPORATION.

Whereas, The Legislature of Kentucky, by an act passed and approved the eleventh day of February, 1873, incorporated the Grand Lodge of the Ancient Order of United Workmen, of Kentucky; and whereas, by said act, it was further provided that said act should extend to and embrace the Supreme Lodge of the Ancient Order of United Workmen, and that said Supreme Lodge should be incorporated thereby upon their acceptance of said act; therefore, be it

Resolved, That this Supreme Lodge of the Ancient Order of United Workmen, now in session at the lodge room of Boone Lodge, No. 1, of Kentucky, Ancient Order of United Workmen, do hereby approve of and accept said act of incorporation, and direct the Supreme Recorder of the Supreme Lodge, Ancient Order of United Workmen, to spread this resolution upon the minutes of said Lodge, this fifteenth day of February, 1873. *Pro. 1st An. Sess. S. L., p. 16; 2d An. Sess. p. 19; Adopted March 10, 1874.*

APPENDIX.

FORMS OF BLANKS IN USE.

[Form No. 1.]

APPLICATION FOR MEMBERSHIP.

To the officers and members of Lodge No., A. O. U. W.:

Having formed a favorable opinion of your Order, and appreciating its benefits, I desire (if found worthy,) to become a member of your Lodge.

Age, . . . years. Occupation, Residence,
Signature,

Referred to		Recommended by
Bro.		Bro.
Bro.		Bro.
Bro.		
The committee to whom was referred the foregoing Petition, report. favorable.		} <i>Committee.</i>

[Form No. 2.]

MEDICAL EXAMINER'S REPORT.

On Application of, for Membership in Lodge No. . . . ,
A. O. U. W.

Located at, State of, made this . . day of, 18. . .

1. *Name of Applicant in Full.*
2. Residence: Post-office, County and State.
3. A. Occupation. B. Age.
4. Date of Birth.

5. Married or single.
6. State the approximate weight, height, figure, general appearance, and measurement of chest on forced expiration and forced inspiration.
7. Is the party at this time in his ordinary state of health?
8. Has the party ever been abroad, or in any other State for the benefit of his health? If so, when, where, and for what period?
9. A. State the number of respirations per minute in a recumbent and standing position.
B. Is the respiratory murmur clear and distinct over both lungs?
C. If not, state in medical terms the quality of the respiration in each of the above-named positions.
10. A. Is the character of the heart's action free, uniform, and steady?
B. Are its sounds and rhythm regular and normal?
C. Are there any indications of disease of this organ or of the blood vessels?
D. *If so, state the full extent and location of the disease.*
11. A. Rate of pulse while sitting.
B. Rate of pulse while standing.
C. Does it intermit, or become irregular or unsteady?
D. If so, is it due to organic or functional disturbance?
12. Is the person subject to cough, expectoration, or difficulty of breathing?
13. Is there anything in his speech, looks, gait, or manner of conducting himself, that would lead you to suspect that the party had had any disease, organic or functional, of the brain, or of any other portion of his nervous system, or any predisposition thereto?
14. Are the functions of the abdominal and urinary organs in a healthy condition?
NOTE—In all cases if he has at any previous time suffered from symptoms referable to the kidneys the urine should be submitted to the ordinary tests for albumen by heat and nitric acid, and the report here given.
15. Have his parents, brothers or sisters, been afflicted with consumption, scrofula, insanity, cancer or rheumatism?
16. A. Are the parents of the party living?
B. If so, how old are they?
C. What is the state of their health?
D. If not living, at what ages, and of what diseases did they die?
17. A. Have you ever used intoxicating liquors?
B. If so, state whether daily or occasionally, and explicitly to what extent.

c. Are you *now* in the daily habit of using intoxicating liquors?

d. If so, how many times daily?

e. Have you ever been intoxicated?

f. If so, when last?

g. Do you use morphine or opium in any form?

h. Do you use tobacco?

18. Have you ever been predisposed to, or had, any of the following diseases or infirmities?

Apoplexy,	Dyspepsia,	Pains in back, frequent
Asthma.	Erysipelas,	or severe,
Bronchitis, or habitual	Eruptions or diseases of	Pleurisy,
cough,	the skin,	Paralysis,
Cancer, or any tumor,	Fistula,	Piles,
Consumption,	Fits or Convulsions,	Rheumatism,
Colic,	Frequent desire to urin-	Rupture,
Constipation of bowels,	ate.	Small-pox,
Diseases of the brain,	General debility,	Spinal complaints,
Diseases of the heart.	Gout,	Spitting or raising blood,
Diseases of the liver,	Gravel,	or other hemorrhage,
Diseases of bladder,	Headaches, frequent or	Swelling of the feet,
Diseases of kidneys,	severe,	hands or eye-lids,
Dizziness,	Insanity,	Stricture of the uretha,
Discharges from ear,	Jaundice,	Syphilis,
Dropsy,	Lumps or swelling in any	Scrofula,
Diarrhœa,	part of the body,	Varicose veins,
Delirium tremens,	Open sores,	Fevers of any kind.
Dysentery,	Pneumonia,	

A. Rupture.

B. What from?

C. Do you wear a truss, and does it retain the rupture perfectly?

D. Has it ever become stangulated?

19. Have you ever met with any accident or personal injury, or undergone any surgical operation?

20. Has any physician given an unfavorable opinion upon your life with reference to life insurance, or otherwise? If so, state particulars.

21. Name the residence of the party's usual medical attendant, or the medical attendant of his family, to be referred to for information as to his health.

22. Name and residence of intimate friend to be referred to for similar information.

23. Do you consider the applicant's life to be safely insurable, and do you recommend that a certificate be granted?

24. Are the above answers made from personal examination, and from questions propounded to the applicant?

Having carefully examined Mr. in accordance with the above blank form, and having thoroughly considered the statements made therein, I hereby certify, that in my judgment as a physician, he is of sound bodily health, and that there exists

no indication of disease, either from parentage or personal habits, that should debar him from participating in the Beneficiary Fund of the Order. I therefore recommend him as physically qualified for membership in the Order.

....., Medical Examiner.

For Lodge No.

Graduated from College in the year 18.., and now a member of County Medical Society.

We, the undersigned, a duly appointed committee on the application of an applicant for membership in this Lodge, have carefully examined the above report of our Medical Examiner, and fully endorse his recommendation.

..... }
 } Committee.

TO THE MEDICAL EXAMINER.

It is evident, upon the least reflection, that in order to give success to this Order, to secure to the members the prospective advantages of their relations to the Order, and to inspire and deserve the confidence of the community, *none but lives selected with the greatest care and deliberation*, should be admitted to membership.

No Lodge having a due regard for its interests and reputation, as a part of the organization, desires questionable risks, and no Medical Examiner is doing the Order a service in accepting risks which are at all doubtful; he may be adding by such means to the number of membership, but he is weakening the force of the institution for good by increasing the assessments to an amount greater than ordinary risks would warrant.

Upon the judgment and discrimination of the Medical Examiner in selecting good risks, much depends. The Committee of Investigation may make full and sufficient inquiry as regards moral standing, temperate habits, etc., but if the Medical Examiner, upon whose judgment and integrity the Lodge relies, is careless in his examination, and but slightly impressed with the *grave importance* of his duties in guarding the Order against the acceptance of hazardous risks, all the efforts of the officers and members of the Order are rendered nugatory.

The Medical Examiner should feel the great responsibility of his position, knowing that in his capacity as inspector of all the material out of which our fabric is being composed, he can readily leave the impress, either of his conscientious care or his carelessness, upon the structure; each first-class risk he accepts building up and strengthening it, while each hazardous one weakens and tends to destroy.

APPROVED INSTRUCTIONS TO MEDICAL EXAMINERS.

Causes of Rejection :

First—Where the family history is such that from it alone the applicant is considered to be predisposed to the disease of which

his parents died, as for instance, where the death of both parents was the result of consumption or other hereditary disease.

Second—Where one parent and a number of brothers or sisters, or other relatives, have so died, conjoined with personal predisposition to the disease.

Third—Where the applicant has been affected with apoplexy, epilepsy, hereditary insanity, symptoms of softening of the brain, gout, irreducible hernia, disease of the spine, important tumors, calculus, secondary syphilis, permanent stricture, and amputations at the shoulder joint, or above the knee, after the age of forty.

Fourth—Where the applicant has been affected with and not fully recovered from paralysis, loss of sensation and voluntary motion, fistula, rheumatism, disease of the kidneys, bladder, etc.

Fifth—Where there is permanent intermittance and irregularity of the heart's action, abnormal sounds in this organ, symptoms of hypertrophy of heart, aneurism and ossification of the blood vessels, habitual cough, difficulty of breathing, or asthma, connected with organic lesions.

Sixth—If the pulse be persistently over ninety, after repeated trials without excitement, and the respiration be not in ratio with the pulse of one to four or five.

Seventh—Diseases of the digestive organs materially affecting the health or weight of the person, psoas lumbar or spinal abscess, hip-joint disease, unless a long period of cure has elapsed. The existence of an open ulcer, scrofula, and frequent attacks of erysipelas.

Eighth—Cancer or other malignant disease, and where after any illness, its effects are perceptible in loss of vigor in the constitution, thereby predisposing to renewed attacks of the same malady.

Ninth—In different occupations the mortality successively rises in the classes of shoemakers, miners, bakers and butchers, to meet its maximum in the tavern-keepers or bar-tenders, in whom it is about two-thirds greater than in the laborer. We need say nothing to increase the significance of these facts, or to add to the care with which in examining a member of the liquor dealing class, you are bound to inquire into his immunity from that intemperance to which his calling so peculiarly tempts him, and to which this very great additional risk is, no doubt, chiefly due, and, therefore, it should be deemed sufficient cause for rejection unless immunity is proven.

[Form No. 3.]

ANCIENT ORDER OF UNITED WORKMEN.

BENEFICIARY DEPARTMENT.

Application for a Beneficiary Certificate.

To LODGE, A. O. U. W. :

I,, having made application for the M.
W. Degree, in Lodge No., Ancient Order of

United Workmen, State of, do hereby agree, that compliance on my part with all the laws, regulations and requirements which are, or may be hereafter enacted by said Order, is the express condition upon which I am to be entitled to participate in the Beneficiary Fund, and have and enjoy all the other benefits and privileges of said Order.

I certify that the answers made by me to the questions propounded by the Medical Examiner of this Lodge, which are attached to this application and form a part thereof, are true.

I further agree that the Certificate to be issued hereon, shall have no binding force whatever until I shall take the M. W. Degree of said Order, and until countersigned by the Master Workman and Recorder of said Lodge, No.

I hereby authorize and direct that the amount to which I may be entitled of said Beneficiary Fund, shall, at my death, be paid to

Date,, 18., Applicant.

[SEAL.] Attest: Recorder of
 Lodge, No., A. O. U. W.
 Located at
 State of

NOTE.—Insert full name, residence and relationship, if any. Give name of each party in full, in all cases, plainly written, so as no mistakes may occur.

[Form No. 4.]

[Beneficiary Certificate.]

SUPREME LODGE, ANCIENT ORDER OF UNITED WORKMEN.

No. \$

This Certificate, issued by the authority of the Supreme Lodge of the Ancient Order of United Workmen, witnesseth: That Brother, a Master Workman degree member of Lodge No., of said Order, located at, in, is entitled to all the rights and privileges of membership in the Ancient Order of United Workmen, and to participate in the Beneficiary Fund of the Order, to the amount of two thousand dollars, which sum shall, at his death, be paid to

This Certificate is issued upon the express condition that said shall, in every particular, while a member of said Order, comply with all the laws, rules and requirements thereof.

In witness whereof, the said Supreme Lodge A. O. U. W. has caused this to be signed by its Supreme Master [SEAL.] Workman and Recorder, and the seal thereof to be attached this day of, one thousand eight hundred and

Attest:, Supreme Master Workman.
, Supreme Recorder.

[SEAL.] We, the undersigned Master Workman and Recorder of..... Lodge No., do hereby counter-sign this Certificate and attach the seal of this Lodge hereto, rendering the same valid and in full force, this day of, 18...

Attest: Master Workman.
 Recorder.

[Form No. 5.]

DEATH REPORT.—A. O. U. W.

To Lodge No.
 Recorder of the Lodge of
 A. O. U. W.

Dear Sir and Brother:

We, the undersigned, officers of Lodge, No., A. O. U. W., of do hereby certify to the death of our Brother, who was aged .. years, on the ... day of, 18... Said date being the last anniversary of his birth prior to his death. He died on the day of, 18... His death was caused by He joined this Lodge by on the day of, 18...

The first Beneficiary assessment paid by him was on the death notice of Brother assessment No.; the last assessment paid was on the death of Brother assessment No. Brother was a M. W. Member in good standing in our Lodge, and was not suspended from the Order for dues, and has paid all assessments for "Beneficiary Fund" charged against him up to the date of his death.

Having examined carefully the financial books and records of this Lodge, and under our obligations as Master Workmen, we hereby report Brother entitled to participate in the "Beneficiary Fund" under our laws.

His Beneficiary Certificate is No., and is payable to
 Name and residence of wife, (if payable to her)
 Names and ages of each child, (if payable to children) and residence of each,
 Name and residence of payee, (if not payable to wife or children),

Yours in C., H. & P.,

[SEAL.] Master Workman.
 Financier.
 Recorder.

ANCIENT ORDER OF UNITED WORKMEN.

MEDICAL PROOF OF LOSS, AND CAUSE OF DEATH.

The undersigned was the attending physician in the last sickness of..... of, in the State of, who died at, in the State of, on the day of 18..

How long have you known deceased ?

Were you his attending physician prior to his last illness ?

How long was the deceased sick ?

Of what disease did he die ?

Have you stated all the material facts relating to the sickness and death of deceased ? If not, do so.

....., M. D.

Personally appeared before me, the above-named....., and made oath that the foregoing statements and answers by him made, are true, to the best of his knowledge and belief.

Sworn and subscribed, this day of, 18.., at

UNDERTAKER'S CERTIFICATE.

I,, do hereby certify that I am an Undertaker, residing at, and as such Undertaker I attended the funeral of....., and that he was interred in on the day of 18..

Sworn and subscribed before me, this day of, 18..

The acknowledgments should be taken before a Notary Public or a Clerk of a "Court of Record," or before a Justice of the Peace. The official character of the Justice of the Peace, being certified to by the Clerk of the Court of Record.

[Form No. 6.]

CHANGE OF DIRECTION OF BENEFICIARY CERTIFICATE.

I,, to whom the within Certificate was issued, do hereby revoke my former direction as to the payment of the Beneficiary Fund due at my death, and now authorize and direct such payment to be made to, bearing relationship to myself of

Witness my hand and seal this day of, 18..

[SEAL.] Attest: [SEAL.]
Recorder.

[Form No. 7.]

MONTHLY BENEFICIARY REPORT FOR....., 18...

The following is a correct report of all Beneficiary Certificates that have been suspended, withdrawn, annulled or renewed, the number and date of countersigning Beneficiary Certificates issued during the month, and the number of M. W. in good standing at this date:

In Lodge, No., State of Recorder.

Name of Brother holding Beneficiary Certificate.	No. of Certificate.	Date of Suspension.				Date of Withdrawal.				Date of Annulling B. Cert by Expulsion.				Date of Renewal of B. Cert. by Re-instatement.				Date of conferring the M. W. Degree on members admitted during the month.			No. of M. W. in Good Standing at this Date.	
		No. of ass't	Month.	Day.	Year.	No. of ass't	Month.	Day.	Year.	No. of ass't	Month.	Day.	Year.	No. of ass't	Month.	Day.	Year.	Month.	Day.	Year.		

[Form No. 8.]

ANCIENT ORDER OF UNITED WORKMEN.

SEMI-ANNUAL REPORT

of.....Lodge No., State of, for
the term ending, 18..

This Lodge meets in Hall, on evening,
in, County of, State of

OFFICERS FOR THE TERM

ending 18..

P. M. W.,.....
M. W.,..... P. O. Address,.....
Foreman,.....O,.....
Recorder,..... P. O. Address,.....
Financier,..... P. O. Address,.....
Receiver,..... P. O. Address,.....
G.,..... I. W.,.....
O. W.....

MEMBERSHIP.

Number members last report,.....
“ initiated during the term,.....
“ admitted by card during the term,....
“ reinstated during the term,
	<hr/>
Total,.....
From which deduct	
Number withdrawn during the term,.....
“ suspended “ “
“ expelled “ “
“ of deaths “ “
“ of rejections,.....
Present membership,.....
No. of M. W. Degree members at present,....
Per Capita Tax due Grand Lodge,.....	\$.....

FINANCIAL STATEMENT OF THE GENERAL FUND.

Received from Initiation and Degrees,.....	\$
“ “ Admission by card,.....
“ “ Fines,.....
“ “ Dues,.....
“ “ other sources,.....
	<hr/>
Total amount of receipts,.....	\$.....
Balance in hand of Receiver at last report,....
	<hr/>
Total,.....	\$

DISBURSEMENTS.

Capita Tax due June 30, 18.,	\$.....
“ “ December 31, 18.,
Expended for Sick Benefits and Charity,
“ for Incidental Expenses,
“ for excess on Assessments,
“ for Supplies,
<hr/>	
Total,	\$.....
Balance in Receiver's hands to date,
Increase of Fund,
Decrease,	\$.....

FINANCIAL STATEMENT OF THE BENEFICIARY FUND.

The excess must not be included in this.

Balance on hand from Assessment,	No		
Collected on Assessment,	1	
“ “ “	2	
“ “ “	3	
“ “ “	4	
“ “ “	5	
“ “ “	6	
“ “ “	7	
“ “ “	8	
“ “ “	8	
“ “ “	9	
“ “ “	10	
“ “ “	11	
“ “ “	12	
“ “ “	13	
“ “ “	14	
“ “ “	15	
“ “ “	16	
“ “ “	17	
“ “ “	18	
“ “ “	19	
“ “ “	20	
“ “ “	21	
“ “ “	22	
“ “ “	23	
Reinstatements,
<hr/>			
Total,		\$
Total Beneficiary paid during } the year 18.,			
Balance on hand,		\$
<hr/>			

Names of members whose Beneficiary Certificates were suspended during term, and date of same.

[This includes only Beneficiary Certificates that have not been held suspended for six months.]

Names of members suspended from the Order, date and cause.

[This includes all Beneficiary Certificates held suspended for more than six months, and any that have been annulled by expulsion of the member, and also such Certificates as have been withdrawn for the purpose of joining another Lodge.]

Names of members whose Beneficiary Certificates were reinstated during the term and date of same.

Names of members whose Beneficiary Certificates were reinstated during the term and date of same.

Names of Candidates rejected and dates.

Names of Deceased Members, and date of same, during term.

Names of Candidates initiated.

Admitted by Card, date of admission and from what Lodge.

Withdrawn by Card, date of withdrawal and to what Lodge.

Withdrawal on final Card and date.

Names of P. M. W. in good standing.

[There must be two copies of this Report properly made out and signed; one copy of which is to be filed in the Lodge, and one forwarded to the Supreme Recorder at once.]

Having carefully examined the within semi-annual report, we do hereby certify that it is correct.

Enclosed please find \$ per capita tax due (25c. semi-annually for each member) on members as shown by the enclosed report.

In witness whereof we have hereunto set our hands and the seal of the Lodge this day of, 18..

.....,
Master Workman.
.....,
Recorder.

NOTE.—In the Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge, the retiring Past Master Workman is authorized to install the officers elect, and the Lodge forwards the per capita tax direct to the Supreme Recorder, accompanied by this report.

[Form No. 10.]
 'ASSESSMENT NOTICE.

Assessment No.
 Lodge, No.
 A. O. U. W.
, 18 .

Bro.
 You are hereby notified of the death of Bro.
 of..... Lodge No....., of....., who
 died.... day of....., 18., aged..... years; cause
 of death,..... Also of Bro. of
 Lodge No....., of....., who
 died the..... day of....., 18., aged..... years;
 cause of death,.....

The above were Master Workmen in good standing and entitled
 to all the benefits of the Order.

The above assessments must be paid on or before the 28th of
 this month, otherwise you stand suspended from all benefits of
 the Beneficiary Fund of the Order.

Received Payment. Financier.

[Form No. 11.]
 FINANCIERS' ASSESSMENT BOOK.

Names of Members.	18			18		
	No.	Remitted \$	Died.	No.	Remitted \$	Died.
	Name.	Lodge No.		Name.	Lodge No.	
	\$	Back Assmts.		\$	Back Assmts.	
Amounts brought forward,						

[Form No. 12.]
ANCIENT ORDER UNITED WORKMEN.
CLEARANCE CARD.

[Seal of Supreme Lodge.]

This is to Certify, That Brother..... is a Master Workman Degree Member in good standing of..... Lodge, No., A. O. U. W., located at....., County of....., and State of..... Being desirous of withdrawing from this Lodge, for the purpose of joining another, he has paid all liabilities against him to the General Fund of the Lodge up to..... day of..... 18... He is entitled to all the benefits of the Order and subject to all the requirements thereof.

Beneficiary Assessments against him to be paid to this Lodge until he shall be admitted to membership in another Lodge.

In testimony whereof, the Master Workman and Recorder of said Lodge inscribed their names hereto and affix the seal thereof, this..... day of....., 18..
..... Master Workman.

[Seal of Subordinate Lodge.]

....., Recorder.

NOTE.—The Investigating Committee, before reporting on the admission of the Brother to the Membership on deposit of this Card, must correspond with the Lodge granting the same, and receive notice that all assessments against the Brother have been paid.

[Form No. 13.]
FINAL CARD.

[Seal of Supreme Lodge.]

..... Lodge No., A. O. U. W., of..... State of.....

Be it Known to All Whom it May Concern, That our well-beloved Brother..... of..... Lodge No. of the A. O. U. W. of the State of....., being desirous of receiving a Final Card, and severing his connection with the Order, having honorably paid up all demands against him in dues to this Lodge and the Beneficiary Fund, the same is hereby granted and he hereby relinquishes all his rights and privileges to the same.

Given under our hands and the Seal of this Lodge, this..... day of....., 18..
....., M. W.
....., Recorder.

[Seal of Subordinate Lodge.]

Name of Brother receiving Card.
.....

[Form No. 16.]

A. O. U. W.

BENEFICIARY RETURN.

From.....Lodge No. On Assessment No.
 Date, 18..

Beneficiary Fund paid on last Report,
 M. W. in good standing at last Report,
 M. W. Degree conferred since last Report,
 M. W. reinstated " " "
 M. W. admitted by card " " "
 Total,
 M. W. suspended since last Report :
 1st, For non-payment of dues,
 2d, For non-payment of assessments,
 M. W. withdrawn since last Report,
 M. W. died " " "
 Total,
 M. W. in good standing at this date,
 M. W. not liable on this call,
 Beneficiary due on membership in good standing, ..\$
 Deposit of M. W. died, finally withdrawn, or sus-
 pended for non-payment of dues,\$
 Back Beneficiary received on reinstated members ..\$
 Total Beneficiary due on this Report,\$
 Financier.

Brother....., Grand Recorder :

I hereby certify that the above is a correct report of the M. W. in good standing in.....Lodge, No....., as shown by the books of the Lodge. Inclosed please find \$...., in full on Assessment No.

Please place the same to proper credit, and acknowledge receipt.
 Yours, in C., H. and P.,

Attest :M. W.
 Recorder.

BENEFICIARY RETURN.

From.....Lodge, No. Assessment No.....,
 18 . No. M. W. Amount of Beneficiary paid, \$.....
 Received,.....18 .
 Grand Recorder.

REMARKS.

Names of M. W. not liable on this Return, with date each received Third Degree.

Names of persons suspended since last Report, with dates.

Names of persons reinstated since last Report, with dates.

[Form No. 17.]

FINANCIER'S RECEIPT TO MEMBERS.

..... Lodge, No., A. O. U. W.
 No., 18..
 Received from Bro.
 Assessment No., \$.....
 Dues to....., 18.. \$.....
 Total, \$.....
, Financier.

[Form No. 18.]

RECEIVER'S RECEIPT TO FINANCIER.

A. O. U. W.

No., 18..
 Received of....., Financier of
 Lodge, No., A. O. U. W.,..... Dollars.
 Beneficiary Fund, \$ General Fund, \$.....
 \$....., Receiver.

[Form No. 19.]

SUBORDINATE LODGE WARRANT.

A. O. U. W.

No., 18..
 Receiver of..... Lodge, No.,
Ancient Order of United Workmen,
 Pay to....., or Order, Dollars.
, M. W.
, R.

[Form No. 20.]

A. O. U. W. BOND.

We, as principal, and,
 as sureties, are held and firmly bound unto,
 Master Workman of Lodge, No., Ancient
 Order of United Workman, located at....., in the
 County of and State of

and his successor in office, in trust for the use and benefit of said Lodge, in the penal sum of.....dollars, well and truly to be paid; we bind ourselves, our heirs, &c., jointly and severally, this.....day....., 18 .

The condition of this obligation is, that the said has been duly elected.....of said Lodge for the term commencing.....day of, 18 , and until his successor shall be elected and installed.

Now if the said....., shall truly and faithfully discharge and perform all the duties required of him by the laws and regulations of the said Ancient Order of United Workmen, and of said Lodge; and shall faithfully account for and pay over, as required by said laws and regulations, all money and property belonging to such Lodge, which may come to his hands, as.....as aforesaid, and shall also comply with the following condition: "The Beneficiary Fund which may come into my hands shall be preserved by me, intact, and paid over by me as the law of the Order directs, and in no case shall any claim which I may have against the Order be settled or plead by me as an off-set against the collection from me of any of said fund, by suit on this bond;" then this obligation is to be void, else to remain in full force.

.....
.....
.....

[Form No. 21.]

RECEIPT FOR DEATH BENEFIT.

Received of the Supreme Lodge Ancient Order of United Workmen, the sum of Two Thousand Dollars, which sum is in full of all claim and demand existing under the within Certificate.

Witness.....hand and Seal this.....day of, 18 .

WITNESS. {[SEAL.]
.....[SEAL.]

[Form No. 22.]

FORMS FOR TRIALS.

As suggestions, and with the view of rendering assistance to Lodges in conducting trials, the following "Forms" are given :

[A.]

CHARGE.

To.....Lodge, No., A. O. U. W.

Brother A—— B——, a member of this Lodge, is hereby charged with *immoral* and *unbecoming* conduct.

Specification 1. That the said A. B., on the....day of....., 18.., at, in the County of, State of, did in violation of the laws of the Order and of his duties as a member thereof.

..... 18 . C----- D-----,
This form should be varied to suit the circumstances of each particular case. In some cases, *immoral* should be omitted and only *unbecoming* used; in others, both may be used. Additional specifications should be inserted as the facts of the case require. The *time, place, and circumstances* constituting the offense should be given, as far as possible, with precision and accuracy.

[B.]

NOTICE.

.....Lodge, No., A. O. U. W.
....., 18 .
Brother A----- B----- :

At a stated meeting of this Lodge 18 , the charge and specifications, a copy of which accompany this notice, were preferred against you, and I was directed to notify you that the same will be taken up for consideration by said Lodge at its meeting 18 .

[L. s.]
Recorder.

If the Lodge shall determine to appoint a committee, it should give to the accuser and accused notice of the time and place fixed for the investigation, in substance as follows:

[C]

NOTICE.

Brother ----- :
Having been appointed a committee, by Lodge, No., A. O. U. W., to investigate the charges preferred by against, you are hereby notified that we will proceed to do so, at on 18 , when and where you will attend and produce your proofs and witnesses in relation to said charge.

....., 18 .
.....
.....
.....
.....
Committee.

[D.]

REPORT.

To Lodge, No., A. O. U. W. :
The Committee appointed to investigate the charges preferred by against, have attended to that duty and respectfully report :

The Committee notified both parties that they would meet at on, 18 , to proceed with the in-

vestigation of said charge. A copy of said notice was handed to each party, as shown by the endorsement on the copy filed as a part of this report, marked "A."

At the time and place fixed, said parties appeared and the Committee proceeded with the investigation.

The accused pleaded not guilty to said charge and specifications. For the accuser the following witnesses were examined: The deposition of said witnesses are filed herewith as part of this report, marked "B," "C," "D."

For the accused the following witnesses were examined: Their depositions are filed herewith as part of this report, marked "E," "F," "G."

After arguments by the parties, the Committee considered the testimony submitted, and are of opinion:

- 1. That the charge is sustained by the proof.
- 2. That specification 1 is sustained.
- 3. That specification 2 is sustained.

The Committee, therefore, report that in their opinion the accused is guilty.

Notice was given to the parties that this report would be submitted to the Lodge at its meeting, 18..

Respectfully Submitted,

.....18..

.....

.....

.....

.....

Committee.

The wording of this report must be changed, of course, so as to give what was done by the Committee.

[E.]

NOTICE OF JUDGMENT.

.....Lodge,, A. O. U. W.

....., 18..

To A——— B———:

At a meeting of this Lodge, on, 18., the report of the Committee appointed to investigate the charge preferred against you by....., was considered, the same adopted, and you adjudged guilty of said charge, and specifications. You were, thereupon, by vote of the Lodge, expelled from all the rights, privileges and benefits of the Order.

[L. s.]

Recorder.

Should the accused desire to appeal, he should give notice thereof to the Lodge.

[F.]

NOTICE OF APPEAL.

To , Recorder of Lodge, No.,
A O. U. W. :

Take notice, that I shall bring an appeal from the decision of said Lodge on the day of , 18. . , in passing sentence of expulsion on me to the , (*Grand Master Workman*, or *Supreme Master Workman*, as the case may be,) on the grounds to be stated in my appeal.
..... , 18. . A———B———

[G.]

APPEAL.

To (*Grand Master Workman*, or *Supreme Master Workman*) :

The undersigned hereby appeals to you from the decision of Lodge, No., A. O. U. W., made on the day of , 18. . , in passing sentence of expulsion on him, and he specifies the following as the grounds of his appeal :

- 1st. That.....
 - 2d. That.....
- , 18. . A——— B———

A copy of this appeal should be furnished the Lodge.

The Lodge may, if it sees proper, submit, with the copy of the minutes relating to the matter, an answer to the appeal.

[H.]

ANSWER TO APPEAL.

..... Lodge, No., A. O. U. W., answers the appeal of A———B———, and says :

- 1st. That.....
- 2d. That.....

[L. s] , M. W.
Attest : , Recorder.

The Recorder, in preparing the transcript or copy of the minutes, should be very careful to give fully and exactly all that transpired on the trial, giving full copies; never, unless ordered by the Lodge as to some particular document, sending up original papers. The transcript should be made in a plain, legible handwriting, and fastened at top of paper. The Recorder should, under the seal of the Lodge, certify to the correctness of the transcript.

[I.]

CERTIFICATE TO TRANSCRIPT.

I, , Recorder of Lodge, No., A. O. U. W., do certify that the foregoing is a full, true and perfect transcript of all the proceedings had by said Lodge, upon the charge preferred by against.....

as the same appears upon the records of said Lodge, and on file in the archives thereof.

....., 18 .

[L. s.]

.....,

Recorder.

The same forms with proper changing will answer for trials conducted in Grand Lodges or the Supreme Lodge, and also in appeals from Grand Master Workmen to Grand Lodges and from the latter to the Supreme Lodge or Supreme Master Workman, and also, from decisions of the latter to the Supreme Lodge.

Incorporation of the Supreme Lodge.

CHAPTER 135.

AN ACT

To Incorporate the Grand Lodge of the Ancient Order of United Workmen of Kentucky.

WHEREAS, certain persons, citizens of Kentucky, are desirous of forming a corporation to promote and advance scientific and mechanical pursuits in said State and elsewhere; therefore, be it enacted by the General Assembly of the Commonwealth of Kentucky.

SECTION 1. That R. D. Handy, J. W. H. Searls, A. J. Francis, C. Shryock, George Pitts, W. H. Turner, J. B. Taylor, Frank McDonald, J. W. Crutcher, and their successors, be and they are hereby created a body politic and corporate, by the name, style and title of "The Ancient Order of United Workmen of Kentucky," and by such name and title shall have perpetual succession, and be capable in law of suing and being sued, pleading and being impleaded, and of purchasing, holding, granting and receiving; in its corporate name, property, real, personal and mixed, and of instituting such Subordinate Lodges as it may see fit, under such rules, by-laws and regulations as the corporation may establish, not in conflict with the Constitution and laws of the Commonwealth or of the United States.

SEC. 2. The object of the corporation shall be to improve the moral, mental and social condition of the members of the Lodges under its jurisdiction, and to prevent strikes among all classes, by exhausting all honorable means in its power for such an end.

SEC. 3. The said corporation shall have a common seal for the making and delivering of all legal acts and proceedings, and the same to break or alter at pleasure.

SEC. 4. It shall be lawful for the corporation to create, hold, manage and disburse a beneficiary fund for the relief of the mem-

bers and their families of the Lodges established by this corporation, or of sister Lodges established by other Grand Lodges, working under and subordinate to a Supreme Lodge, under such regulations as may be adopted by the corporation or by the Supreme Lodge.

SEC. 5. Such beneficiary fund as the corporation may deem suitable and proper may be set apart and provided to be paid over to the families of deceased members, or the heirs of such deceased members, or to such persons as such deceased members may, whilst living, direct; the collecting, management and disbursement of the same, as well as the person or persons to whom the same shall be paid, on the death of a deceased member, shall be controlled and regulated by the rules and by-laws of the corporation; and any such fund so provided and set apart shall be exempt from execution, and shall under no circumstances be liable to be seized, taken or appropriated by any legal or equitable process to pay any debt of such deceased member.

SEC. 6. The said corporation may make and constitute for the same such officers as it may deem necessary and proper, whose term of office shall expire on the second Tuesday of January of each and every year, or when their successors are elected, qualified, and installed in office.

SEC. 7. A Supreme Lodge may be established by this Grand Lodge in conjunction with other Grand Lodges; and when so established, the officers thereof and their successors in perpetuity shall become a body politic and corporate, under the name and style of "The Supreme Lodge of the Ancient Order of United Workmen of the United States," and on accepting this charter shall be entitled to all the rights, privileges, and immunities therein contained, with power to establish other Grand Lodges within the United States with like powers, privileges and immunities, but subordinate to said Supreme Lodge.

SEC. 8. The said Grand Lodge, or any of its Subordinates may, for enabling them to build any building in which they shall have a hall for the use of their Lodge, issue their bonds, not to exceed five thousand (5,000) dollars, and bearing interest not to exceed eight per cent. per annum; they may also issue their bonds, not to exceed two thousand (2,000) dollars, for the purpose of temporarily relieving them in raising money to pay the insurance on their deceased members, but at no time shall any Lodge therein incur an indebtedness to exceed seven (700) dollars.

SEC. 9 This act shall take effect from and after its passage.

JAMES B. MCCREARY,
Speaker of the House of Representatives.

G. A. C. HOLT,
Speaker of the Senate *pro tem.*

Approved, 11th of February, 1873.

P. H. LESLIE,
Governor Commonwealth of Kentucky.

INDEX.

I N D E X .

AGE.	PAGE.
Applicants for membership must be over twenty-one and under fifty years of	460
How computed	461
Suspended member may be reinstated when over fifty years of	318, 319
AMENDMENTS.	
To Constitution of Supreme Lodge to be made by two-thirds of enrolled vote	105
To Subordinate Lodge Constitution of Supreme Lodge must be adopted by a two-thirds vote	106
To General Laws to be made by two-thirds of enrolled vote	107
To Grand Lodge Constitution and By-Laws, how made	126
To Grand or Subordinate Lodge Constitutions, to make them conform to requirements of Supreme Lodge, may be made by a majority vote at any session of Grand Lodge	127
To Subordinate Lodge Constitutions in general	122
To By-Laws of Subordinate Lodges	354, 355
APPEALS.	
To Supreme Lodge, how made	650
Proceedings upon	650
Effect of	650
Will be dismissed if not properly made	651
From decision of Subordinate Lodge	652
By Lodge	653
In general	654
On questions of law cannot be submitted to Subordinate Lodge	655
On questions of order to be made to Lodge in which question arises,	656
APPLICATION FOR MEMBERSHIP.	
Age of Applicant	460, 461
Qualifications of Applicant	463
Loss of right arm not a disqualification	464
Must be in writing	465
Applicant must be recommended by two members	465
Fee and medical certificate must accompany application	466
Cannot be referred to Committee of Investigation without Medical Examiner's Certificate	469
Medical Examiner's concluding Certificate must in all cases be read,	470
Certificate should be read in full if called for	470
An unfavorable report from the Medical Examiner constitutes a rejection	472
Application must be read at stated meeting and referred to committee	475
When report of Committee is to be made	476
A majority of the Committee on, may report	478
Duties of the Committee on	479
Committee on, cannot be compelled to report on the night of appointment	480
An unfavorable report from the Committee on, constitutes a rejection	481, 483
Requirements before ballot	482

Residence of applicants	491
Notice to other Lodges upon	493
Forfeiture of proposition fee by failure of applicant to attend	494
Rejected applicant cannot renew application until after six months,	483
Renewal of application, after a rejection, must be made to same Lodge, unless consent be given	496
Withdrawal of	497
Return of proposition fee after rejection of	498
(See <i>Balloting</i>)	
ASSESSMENTS FOR BENEFICIARY FUND.	
General constitutional provisions relating to	238
Notice of, to Subordinate Lodges	239, 240, 241
Not to be made until there is less than \$2,000 in Beneficiary Fund	242
Must be approved by Finance Committee	242
Surplus of	244
Notice of, to members	245
Must be paid by members before the 23th day of the month	246
Apply only to members who have received the third degree prior to the date of the death	245, 249, 250
New members advance payment of, when forwarded	250, 277
To be made upon members of new Lodges upon all deaths occur- ring after the organization of the Lodge	251
To be entered in book kept by Financier	253
Two or more at the same time	255, 256
Notice of, not to be sent to suspended member	258, 261
Not to be received from member suspended for non-payment of dues	257, 258
May be paid by Lodge for delinquent member	259, 260
How to be numbered by Supreme Recorder	262
Non-payment of, does not affect standing of member except in ben- eficiary rights, until six months in arrears	307
Account of, how closed upon death, or withdrawal of member	263, 264
BALLOTING.	
To take place if report of committee be favorable	483
If only one black ball appears, the candidate is elected	483
Two or more black balls reject the candidate	483
After rejection, no other ballot can take place for six months, unless objectors withdraw their objections	483
If second ballot is not taken until the expiration of three months, applicant must be re-examined	484
After unfavorable ballot, new ballot may be taken, if mistake has been made	486
After favorable ballot, new ballot may be taken on call for same	485
Form of	487
When to take place	488
Right to use black balls without giving reasons	489
On application for degrees	510, 513
BENEFICIARY CERTIFICATES.	
Issued by Supreme Lodge, or under its authority	187
How numbered	109
Form of	189
Amount of	190, 191
To be taken out by all members	192
Application for, when and how made	193, 194
How forwarded	195, 201
Irregularity in	196
Fee for	197
Grand Lodges may reduce fee for	199
Issue and delivery of	200, 201
To be countersigned and attested	200
To be recorded in books of Subordinate Lodge	200
Delay in issue of—right of member	200
Issue of, to members of New Lodges	202
Exchange of old for new form of,	203, 204
Change of direction as to payment of	205

Payment to administrator, of amount of	206, 233
Report of, from Subordinate Lodges	222, 223
Record of, to be kept by Supreme and Grand Recorder	224
Suspended or expelled members forfeit all claims under.....	226
How paid and cancelled	230
To be produced on renewal of membership	234
Endorsement on, when Lodge membership is changed	237
To be canceled when card is deposited in another jurisdiction	632
(See <i>Suspension of Beneficiary Certificate.</i>)	

BENEFICIARY FUND

Laws and regulations of Supreme Lodge relating to, binding through- out the Order	265, 266
Shall be sacredly kept and applied	267
Amount of, due to beneficiaries must be paid without deduction....	268
Account of, to be kept separate from General Fund.....	269
To be paid over to Receiver each meeting night	271
Amount of, received, to be recorded on the minutes of Subordinate Lodge	271
To be forwarded from Subordinate Lodge, upon receipt of notice ..	273
Record of amount forwarded to be entered upon the minutes	273
Amount of, which Subordinate Lodge is required to forward	274
Must be forwarded without delay	285, 286
How forwarded when two or more assessments are made at the same time	275
How advance payment of each member is kept and forwarded	277
Failure of Subordinate Lodge to forward.....	286
How account of, with member is closed, at death or withdrawal,	263, 264, 278
Arrearages received, to be forwarded upon first draft thereafter ..	279
Manner of forwarding	287, 290
How receipted for	291
To be turned over to Supreme or Grand Receiver	292
Fee to be forwarded with	281, 282
Monthly statement of, to be made and sent to each Subordinate Lodge	294
Shall not be drawn upon except with approval of Finance Commit- tee	61, 180

BENEFICIARY SYSTEM.

Outline of Chapter V, page 38.

BONDS OF OFFICERS.

Clause to be contained in all.....	403
In Subordinate Lodges, must be executed and approved before in- stallation	402
How kept	412, 413
(See separate titles of officers.)	

BY-LAWS.

Must be adopted by every Subordinate Lodge	356
How adopted and altered by Subordinate Lodges.....	354
Grand Lodge	126

CARD, CLEARANCE.

How obtained	618
Difference from withdrawal card	619
Duty of Lodge to grant to a member in good standing.....	621
Proceedings, if application for, is refused	620
Not to be granted for a longer term than six months	622
Member receiving, to pay dues up to time of expiration.....	623
Fee for, to be fixed by the Lodge	622
May be annulled for cause	624
Member holding, to be under control of Lodge issuing	625
To notify Recorder, and to forward assessments ..	625
Deposit of, in jurisdiction in which issued	627
Duty of Committee and Recorder	628
Notice to Lodge from which issued.....	629
Duty of Lodge from which issued, duty of Recorder, etc.....	630
Expiration of time on	631

Deposit of, in different jurisdiction.....	632
Fees to be paid upon.....	632
Beneficiary Certificate to be cancelled.....	632
Duty of Recorder of Lodge receiving.....	632
Of Lodge issuing.....	632
Beneficiary deposit to be forwarded, when.....	633
May be deposited by brother over fifty years of age.....	634
How obtained by members of defunct Lodges.....	376
Form of.....	Appendix, page 151
To be printed and provided only by Supreme Lodge.....	2
CARD, FINAL.	
How obtained.....	635
Form of.....	Appendix, page 151
To be printed and provided only by Supreme Lodge.....	2
CHARGES AND OFFENCES.	
Violation of laws, etc.....	637
Unlawful use of funds.....	639
Immoral or unbecoming conduct.....	640
Charges to be made in writing.....	641
To be read at stated meeting.....	642
Accused to be notified.....	642
To have privilege of counsel.....	643
Charges to be referred to a committee.....	642
Proceedings of committee upon.....	643
Action of Lodge upon.....	643
Two-thirds vote required, when.....	644
Failure of accused to appear.....	646
Witnesses may be called who are not members of the Order.....	647
Members of whatever rank may be tried in Subordinate Lodge.....	648
Officers under charges shall continue to officiate unless otherwise ordered.....	649
(See Appeals.)	
CHARTER.	
Of Supreme Lodge by the Legislature of Kentucky. Appendix, page	160
Cannot be obtained by Subordinate Lodge from legislature, without consent of Grand Lodge.....	349
CHARTERS.	
To Grand Lodges and to Subordinate Lodges under immediate jurisdiction, to be issued by Supreme Lodge.....	2
Chromatic seal to be attached to.....	95
For all Lodges, to be printed and provided by Supreme Lodge.....	2
Revocation of Grand Lodge.....	166, 167
Surrender of Subordinate Lodge.....	369
Forfeiture of " ".....	370
COLORS.	
Distinguishing, of Supreme, Grand and Subordinate Lodges.....	580
COMMITTEE OF INVESTIGATION.	
Duty of.....	475, 476, 479
Recommender, not to be one of.....	477
Majority may report.....	478
Cannot report until constitutional time.....	480
Unfavorable report of, is a rejection.....	481
COMMITTEES OF SUBORDINATE LODGES.	
Relief Committee, duties of.....	459
Business Committee, appointment of.....	412
Duties of.....	458
Committee of Investigation.....	475
All committees appointed by the Master Workman, unless otherwise ordered.....	457
Auditing Committees; appointment and duties of.....	412
CONSTITUTIONS, HOW AMENDED.	
(See Amendments.)	

CROSSING THE HALL.	
Meaning of term as used in Ritual.....	597
DEATH OF MEMBER.	
Notice of, to Supreme or Grand Recorder.....	227
Proof of.....	228
Duties of Supreme and Grand Recorder upon receiving notice of, 230,	231
Supreme or Grand Recorder to draw order for death benefit.....	230
Duty of Subordinate Lodge to see that death benefit is paid to the persons entitled to it.....	232
If Medical Examiner's Certificate has been lost, facts to be certified in notice to Supreme or Grand Recorder.....	229
How assessment account is closed, upon.....	263, 264
Amount of \$2,000 must be paid without any deduction.....	268
Beneficiary deposit of one dollar to be forwarded, upon.....	278
DECISIONS.	
Of Supreme Lodge are law throughout the Order.....	84
Of Supreme Master Workman are binding unless changed by Supreme Lodge.....	84
Not to be made in answer to abstract questions.....	85
DEFUNCT OR SUSPENDED LODGES.	
Members of, may receive cards.....	376
Not entitled to card if three months in arrears on assessments.....	377
Stand suspended, if six months in arrears.....	377
Must deposit card within six months.....	376
Reinstatement after suspension from the Order.....	327
Funds and effects of.....	373, 374
DEGREES.	
Remarks concerning.....	500
Must be conferred at stated meetings.....	501
Not more than one degree to be conferred upon same member at one meeting without a dispensation.....	501, 502, 503
Fee for dispensation for conferring.....	504
Not to be conferred by another Lodge without written consent.....	505
Application for advancement in.....	510
Application for second and third, to be made immediately after initiation.....	512
Balloting upon application for.....	510, 513
Two black balls reject an application for.....	510
Second application for, not to be entertained for, month.....	510
Forfeiture of right to, after election; by failure to appear, for four weeks.....	514
New medical examination required, if third is not taken within three months.....	516
Applicants for must comply with beneficiary article.....	517
Degree work uniform throughout the Order.....	518
Fees for conferring.....	549, 550, 551
Grand Lodges may provide for but one ballot for all three.....	513
DEGREE OF HONOR.	
How and by whom conferred.....	519, 520
Organization of Degree of Honor Lodges.....	521
Officers and their duties.....	523
Election and appointment of officers.....	524, 525
Proceedings of special meeting for conferring, not to be entered on minutes of Subordinate Lodge.....	527
Semi-annual pass-word of, to be communicated to district deputy..	528
DEPUTY GRAND MASTER WORKMEN.	
Are not Officers of Grand Lodges.....	151
Duties of, etc.....	152
May use printed seal of Grand Lodge.....	666
DEPUTY SUPREME MASTER WORKMEN.	
May be appointed by the Supreme Master Workman.....	79
Are not Officers of the Supreme Lodge.....	80

Compensation of, for instituting Grand and Subordinate Lodges.....	81
Instructions to, Chapter XXIV	125
Charter application.....	
Age of applicants	
Fee for membership and degrees.....	
Medical examination.....	
Balloting between Charter applicants.....	
Number of persons to constitute a Lodge.....	
Addition of names to Charter application	
Signing contract and directing payment of Beneficiary Fund.....	
Instructions to new Lodges	
Returns and reports to Supreme Master Workman and Supreme Recorder	
Fee for instituting Lodge	
DISPENSATIONS.	
Limitation of power to grant	157
For conferring degrees	501, 502, 503
Fee for	504
To extend Charter privileges in new Lodge	600
DISPUTES AND GRIEVANCES.	
May be specified to presiding officer.....	636
Committee to be appointed and report made.....	636
If dissatisfaction continue, trial to be had in regular form.....	636
DUES.	
Minimum amount of.....	554, 555
Time of commencement of	556
Non-payment of, disqualification for	219, 557, 558
(See also preliminary note to Chapter IX.)	
Of brothers receiving sick benefits.....	545
Suspension for non-payment of.....	221, 303, 304
ELECTIONS.	
(See <i>Officers</i>)	
EMBLEM.	
Of the Order.....	563
Degree of Honor.....	581
EXPELLED MEMBERS.	
Names of, to be forwarded by Recorders with monthly returns.....	146
Register of same to be kept in Supreme and Grand Lodges.....	146
Full alphabetical lists of, to be kept in each Subordinate Lodge	146
EXTENSION OF THE ORDER.	
Restrictions upon the.....	674, 675
FEES.	
For degrees not to be less than five dollars in any case	549
In Lodges under immediate jurisdiction of Supreme Lodge, not to be less than nine dollars.....	550, 551
No part of, can be paid back to members.....	552, 553
Grand Lodges may fix at any sum above five dollars	551
To accompany beneficiary remittance	281, 282
For Clearance Cards to be fixed by Lodge	622
For deposit of Card in new Lodge to be not less than two dollars.....	601
In other Lodges, same	627
Grand Lodges may increase	614
For Beneficiary Certificate	194, 197, 198, 199
FINANCIER.	
To pay over beneficiary moneys to Receiver each meeting night.....	444
To report in writing	444
Manner of keeping account of members' advance payment to Beneficiary Fund.....	277
To keep assessment book	253, 254, 442
An account with each member	439
Receive moneys and pay over to Receiver	439
Notify members who are three months in arrears for dues.....	439

Notify the Master Workman when a member is six months in arrears for dues.....	439
Make out semi-annual financial return.....	439
Make out report for per capita tax.....	439
Furnish the Recorder, at the end of the term, with a list of members and their standing	439
Send out assessment notices.....	441
Report members who are in arrears on beneficiary assessments	210, 445
Report when members are in arrears on assessments for six months,	301, 302
Pay assessment arrearages received into the Beneficiary Fund, and notify the Lodge.....	443
Duties of, may be varied by Grand Lodges, except as to beneficiary laws, etc.	440
FINES.	
For neglect of duty to sick member.....	560
Officers for non-attendance	561
Cannot be imposed upon members for non-attendance	562
FOREMAN.	
Duties of	418, 421
Is a member of Relief Committee.....	420
Becomes Master Workman, when	419
FORMS.	
No. 1. Application for membership	Appendix, page 137
" 2. Medical Examiner's report.....	" " 137
" 3. Application for beneficiary certificate.....	" " 141
" 4. Beneficiary certificate.....	" " 142
" 5. Death report	" " 143
" 6. Change of direction as to payment of beneficiary certificate.....	" " 144
" 7. Beneficiary monthly report from Subordinate Lodge.....	" " 145
" 8. Semi-annual report	" " 146
" 9. Beneficiary certificate register book.....	" " 149
" 10. Assessment notice	" " 150
" 11. Financier's assessment book.....	" " 150
" 12. Clearance card.....	" " 151
" 13. Final card.....	" " 151
" 14. Receiver's cash book.....	" " 152
" 15. Roll book	" " 152
" 16. Financier's A. O. U. W. return.....	" " 153
" 17. Financier's receipt to members.....	" " 154
" 18. Receiver's receipt to Financier	" " 154
" 19. Subordinate Lodge warrant.....	" " 154
" 20. Bond of Officers	" " 154
" 21. Receipt for death benefit cancelling beneficiary certificate.....	" " 155
" 22. Forms of trials	" " 155
(A.) Charge.....	
(B.) Notices of charges.....	
(C.) Notice of time of investigation	
(D.) Committee's report.....	
(E.) Notice of judgment	
(F.) Notice of appeal	
(G.) Appeal	
(H.) Answer to appeal	
(I.) Certificate to transcript.....	
FUNDS.	
Beneficiary, to be kept separate	267, 269
Of Subordinate Lodge only to be paid out upon orders drawn upon the Receiver	366
Officers to deposit in their official capacity.....	407
Unlawful use of funds, penalty for	639

FUNERALS.	
Attendance of members at	673
Regalia to be used at	576, 577
GENERAL LAWS.	
May be adopted by the Supreme Lodge	2
Can only be altered by a vote of two thirds of the members enrolled,	107
GRAND FOREMAN.	
Duties of	142
GRAND GUIDE.	
Duties of	148
GRAND LODGES.	
Are established by authority of the Supreme Lodge	108
Are formed upon the petition of ten or more Subordinate Lodges in a State, District or Territory	111
Cannot be instituted until all arrearages due the Supreme Lodge are paid	110
Are composed of Past Master Workmen in good standing	108
Have full control and authority over their Subordinate Lodges, sub- ject to appeal to the Supreme Lodge	121
Must adopt uniform constitution for Subordinate Lodges, consist- ent with general laws, etc.	121
Must enforce the laws and regulations of the Order in their juris- dictions	123
May issue beneficiary certificates, and collect and disburse Benefi- ciary Fund in accordance with rules of Supreme Lodge	125
May adopt constitutions and by-laws, subject to approval	126, 127
May provide for a twelve months' term in Subordinate Lodges	124
Cannot set aside their constitutions	128
May transact legislative business on a representative basis	156
Suspension of, for failure to pay per capita tax or make returns, 163,	164
Forfeiture of Charter	166
Must comply with the requirements of the Supreme Lodge as to ritualistic work	168
Blue, the distinguishing color of	169
Meetings, time of	170
May reduce or abolish fee for beneficiary certificate	194, 199
May provide for but one ballot upon application for the three de- grees	513
GRAND LODGE OFFICERS.	
Enumeration of	113
To be elected at annual meeting	113
Extension of term unlawful	116
To hold their offices until their successors are elected and qualified,	114
Eligibility	117, 118
Installation of	119, 120
Vacation of office by failure to file bond within specified time	153
<i>(See separate titles, Grand Master Workman, etc.)</i>	
GRAND LODGES, AS SEPARATE JURISDICTIONS.	
When and how set apart	174, 175
Conditions to be complied with	174
To manage beneficiary fund as prescribed by the Supreme Lodge	176
Responsibility of, for assessments on deaths previous to separation,	177
Not entitled to any surplus moneys in beneficiary fund of Supreme Lodge	178
May provide for increase of beneficiary fund	182, 183
Shall revert to jurisdiction of Supreme Lodge if membership be- comes less than 2,000	185
May provide for sinking or relief fund	184
GRAND MASTER WORKMAN.	
Duties of	140
Office of, does not become vacant	141
GRAND OVERSEER.	
Duties of	143

GRAND RECORDER.	
General duties of.....	144
To make monthly and yearly reports to Supreme Recorder.....	145
Duties of, in connection with lists of expelled members.....	146
In Grand Lodges under immediate jurisdiction of the Supreme Lodge.....	171
In Grand Lodges set apart as separate jurisdictions, 179, 180, 181	181
To report beneficiary fund to Supreme Recorder.....	181
Who has served two years consecutively may be entitled to honors of P. G. M. W.....	134
GRAND RECEIVER.	
Duties of, in general.....	147
In Grand Lodges set apart as separate beneficiary jurisdictions.....	179
GRAND TRUSTEES.	
Three to be elected at institution of Grand Lodge.....	115
One to be elected each year, after Grand Lodge is established.....	115
Term of office, of.....	115
Duties of.....	149
GRAND WATCHMAN.	
Duties of.....	148
INCORPORATION OF SUPREME LODGE.	
Act of Legislature of Kentucky.....	Appendix, page 160
Acceptance by Supreme Lodge.....	133
INSTALLATION OF OFFICERS.	
When to take place ..	393, 394
Not to be public.....	398
To be at stated meeting.....	399, 400
In Subordinate Lodges under immediate jurisdiction.....	397
INSTALLING OFFICER.	
Duties of.....	395, 396
Who may be.....	396, 397, 399
"INSURANCE."	
Term not to be used on official papers.....	676
INVITATIONS,	
To receptions, excursions, etc., not to be accepted by Supreme Lodge, except by a two-thirds vote.....	92
IRREGULAR ADMISSION TO THE ORDER.	
Status of member obtaining.....	662
JEWELS OF OFFICE.	
Description of.....	565
JUNIOR WORKMEN.	
Duty of, to sick or disabled members.....	506
Amenable to laws as other members.....	507
Rights of, in Lodge.....	508
To attention and aid.....	509
Liability for dues.....	556
Per capita tax for, not required.....	162
LIQUORS.	
Intoxicating, prohibited at banquets, etc.....	672
MASTER WORKMAN,	
To preside at Lodge meetings, preserve order and enforce the laws, 412	412
To decide questions of order.....	412
To act as judge of elections.....	412
To appoint all committees, unless otherwise ordered by the Lodge, 412	412
To sign orders for moneys.....	412
Not entitled to vote, except in election of officers and balloting for candidates.....	412
To have casting vote in case of tie.....	412
To open and close the Lodge in due form.....	412

To appoint business and Auditing Committees	412
To hold bonds of subordinate officers	412
Is chairman of Relief Committee	459
Duty to take care of Rituals	414
Office of, does not become vacant	419
Eligibility to office of	408, 410, 411
Is justified in refusing to entertain a question he believes contrary to constitution	657
Is not entitled to rank of P. M. W. if he resigns before the end of the term	540
Re-election of, does not interfere with right to rank of P. M. W.	541
MEDICAL EXAMINERS.	
Must be regular physicians	467, 474
Lodge may elect more than one examiner, who must be members, if practicable	473
Examinations made by regular physicians not members of the Or- der may be accepted: when	471
Should report applicants whom they find physically disqualified....	472
MEDICAL EXAMINER'S REPORT.	
Form of	Appendix, page 137
Must accompany application	467
Concluding certificate of, must be read in Lodge	470
Whole to be read, when called for	470
To be forwarded to Supreme or Grand Recorder	195
When unfavorable, constitutes a rejection of the applicant.....	472
MINUTES OF SUBORDINATE LODGE.	
Can only be approved at stated meetings	661
Record of suspension of beneficiary certificates to be entered upon, 210	
Record of amount of beneficiary fund forwarded to be entered upon	273
Record of Application, etc., to be entered upon	482
MONEY.	
<i>(See Funds.)</i>	
NEW LODGES.	
Petition for Charter for	598
No one can become Charter member of, except signers of applica- tion	599
Extension of Charter privileges to	600
Joining by card	601, 602
Duty of Recorder of, to notify Lodges from which cards were is- sued	629, 630
Duty of instituting officer with regard to—assessments of member joining by card	602
Expelled or suspended members cannot become Charter members of, 604	
Applicants for, must undergo medical examination	605
Applications and certificates to be forwarded by instituting officer, 606	
Issue of beneficiary certificates to members of	202
Balloting by petitioners for	607
Instruction in degrees in	608
Election of officers in	609
Term of officers in	610
Trustees of	611
Fee for degrees in	612, 613
For deposit of card in	614
For Charter of	615
Supplies to	616
Not to be instituted but by regularly authorized instituting officer.. 617	
<i>(See Deputy Supreme Master Workman—instructions to.)</i>	
OBJECTS OF THE ORDER.	
Enumeration of	658
ODES.	
Must be used as printed in ritual	596
Printing of, by Lodges, not prohibited	372

OFFICERS.

(See *Supreme Lodge Officers, Grand Lodge Officers, Subordinate Lodge Officers*; also separate titles of *Officers.*)

ORDER OF BUSINESS.

Master Workman can revert to an order of business without a motion, 660

OVERSEER.

Duties of..... 422
 Is a member of Relief Committee..... 459
 Does not preside in absence of Master Workman and Foreman, unless Grand Lodges so provide..... 424

PASS-WORDS.

Semi-annual, when promulgated..... 589
 All brothers who are not suspended, entitled to..... 590, 591
 Cannot be given to member of another Lodge on verbal Order..... 592
 Must be communicated to Subordinate Lodges by District Deputy in person..... 593
 Degree word must be taken up by Guide, when..... 588
 Right of visiting member without lower degree..... 584
 Visitor must possess semi-annual and third degree..... 586
 Master Workman proper officer to instruct members in..... 585
 Cannot instruct visiting brother except on written authority..... 587, 592
 How taken up at opening of Lodge..... 588

PAST GRAND MASTER WORKMAN (ACTING).

Office of, how filled..... 131
 Vacancy, how filled..... 131
 Duties of..... 150

PAST GRAND MASTER WORKMEN.

Cannot be elected except at organization of new Grand Lodge..... 129
 When a Grand Lodge has not a sufficient number for Representatives, the Supreme Lodge will confer the rank upon Past Master Workmen elected as Representatives..... 130
 Rule in regard to attaining honors of..... 133
 Grand Recorders who have served two years, may be created..... 134
 To be created only by service, or as otherwise provided for by the Supreme Lodge..... 135

PAST MASTER WORKMAN (SITTING).

Duties of..... 529, 530
 Absence of, or vacancy in office..... 531
 Station of, may be filled *pro tem.*..... 531
 Vacancy in office, how filled in Lodges having no Past Master Workman..... 532
 Does not hold over when Master Workman is re-elected..... 533
 Lodge must fill the position when Master Workman is re-elected... 533

PAST MASTER WORKMAN.

How title is acquired..... 535
 Representative elected to form new Grand Lodge, becomes..... 534
 Elected at institution of new Lodge..... 536
 Rank acquired by passing the Master Workman's chair..... 536, 537
 A Master Workman who resigns before the expiration of term, not entitled to the honors..... 540
 A Master Workman re-elected becomes a Past Master Workman at the close of his first term..... 541
 Rank, when duly attained, not lost by resignation of office..... 538
 Who Grand Lodges must confer degree upon..... 542
 May be admitted to Supreme Lodge as visitor..... 78
 Is eligible to appointment on Grand Lodge Committee, whether a Representative or not..... 117, 118
 Is eligible to office in Grand Lodge, although not a Representative... 117
 Rank not attained by service without serving the majority of the meeting of term or remainder of term..... 542
 Officer filling chair at end of term, to become..... 384

PAST SUPREME MASTER WORKMAN (ACTING).	
Shall perform such appropriate duties as are required of him	51
Shall succeed to duties of Supreme Master Workman, when.....	52
Is entitled to a vote	53
Vacancy in office of.....	53
PAST SUPREME MASTER WORKMAN.	
Take precedence according to date of attaining honors.....	21
Entitled to all rights of membership in Supreme Lodge, except the right to vote.....	71
PAST SUPREME OFFICERS.	
Oldest to preside in Supreme Lodge, when.....	72
PER CAPITA TAX.	
Grand Lodges to pay five cents for each member under their juris- diction on the 1st of January	160
Grand Lodges instituted after January 1st not to pay.....	161
Not to be paid on Junior or Senior Workman Degree members	162
From Subordinate Lodges under immediate jurisdiction of Supreme Lodge	161, 352, 397
Grand Lodges control subject of, within their jurisdictions	353
PRINTING AND SUPPLIES.	
Charters, rituals and cards to be furnished only by the Supreme Lodge	2
Supreme Recorder to receive proposals for.....	103
Finance Committee to award contracts for.....	58
Printing of secret work or withdrawal, clearance or traveling cards by a Lodge, a cause for suspension.....	372
Ode cards not included in prohibited work.....	372
PROCESSIONS.	
Not to take place without special permission	669
PUBLICATIONS.	
Reflecting upon Lodges or members.....	670
RECORDER.	
To send names of expelled members, with monthly returns	146
Keep alphabetical record of all persons expelled from the Order,	146
Make monthly report of beneficiary certificates.....	222
Keep minutes of Lodge proceedings	426
Attest all orders.....	426
Make out semi-annual report	426
Make out monthly report	426, 433
Conduct the correspondence of the Lodge.....	426
Have charge of seal and records	426
Notify applicants when elected.....	426
Give notice of transfers of membership into or out of the Lodge,	426
Make record of suspension of certificate.....	210
Make entry in the minutes of renewal of beneficiary certificates, 215,	216
Make record of forwarding of Beneficiary Fund.....	428
Note in register book the renewal of beneficiary certificates, with date	429
Enter Financier's report upon minutes.....	271
Give notice of reinstatements.....	315, 431
Death of member.....	227
Send all notices and reports not otherwise provided for.....	432
Forward Medical Examiner's Certificate and notice on reinstatement of suspended member.....	320
Forward application for beneficiary certificate, etc.....	195
RECEIVER.	
To keep a separate and distinct account of the Beneficiary Fund...	269
Duty of, when two or more assessments are made at the same time, 275,	276
Duty to forward Beneficiary Fund immediately, 212, 213, 273, 283, 284,	285
To receive all moneys from Financier.....	434

To Pay all orders properly drawn on him	434
Keep correct account of moneys received and paid out.....	434
Keep Beneficiary Fund separate.....	434
Forward Beneficiary Fund upon receipt of notice.....	434, 436
Required to give bond.....	434
To forward required fee with Beneficiary Fund.....	437
REGALIA.	
Regulated by Supreme Lodge	7
Subordinate Lodges must procure and use.....	568
Description of Supreme Lodge.....	574, 575
Grand Lodge.....	572-573
Subordinate Lodge.....	567-571
Funeral.....	576, 577
Procession.....	578
Degree of Honor.....	579
Wearing of, in Lodge room.....	363
In public procession.....	364
Emblem of the Order.....	563
Badge of the Order.....	564
Officers' jewels.....	565, 566
REINSTATEMENT.	
Of member holding final card.....	315, 316
Of member suspended for non-payment of dues or assessments....	315
Of member suspended under penal laws.....	321
May take place after member is fifty years of age.....	318, 319
Amount to be paid upon.....	315, 317
Arrearages of assessments to be forwarded to Grand Recorder....	320
Notice of, and medical certificate to be forwarded.....	320
Applicant for, must apply in same manner as applicant for initia- tion.....	315
Fee for, to go into Library Fund or Lodge Fund.....	315
Final card, if issued or proof of its loss, must be produced upon ap- plication for.....	324
Old beneficiary certificate must be produced or shown to be lost....	325
After penal suspension for a specified time.....	322
Of member of suspended Lodge.....	327
To be made only in Lodge to which suspended member belonged....	328
Of person holding final card may be made in any Subordinate Lodge of the jurisdiction.....	316
Cannot be affected by reconsidering vote accepting withdrawal....	326
RENEWAL OF BENEFICIARY CERTIFICATE.	
Within three months from forfeiture.....	214
Not to take effect until record is made.....	216
Within six months from forfeiture.....	217
All assessments made during suspension to be paid up.....	214
REPORTS.	
<i>(See Subordinate Lodges, Supreme Recorder, Grand Recorder, etc.)</i>	
REPRESENTATIVES TO GRAND LODGES.	
Three to be elected by each Subordinate Lodge when new Grand Lodge is to be formed.....	111
To be Past Master Workmen in good standing.....	111
Quota of, may be filled by election of Master Workmen degree mem- bers, when the Lodge has not three Past Master Workmen.....	112
Election of, after Grand Lodge is formed.....	154
REPRESENTATIVES OF SUPREME LODGE.	
Each Grand Lodge entitled to three.....	73
Must be Past Grand Master Workmen.....	74
Shall not be enrolled as members, if their Grand Lodge fails to pay assessments or make returns.....	75
Vacancy in office of, may be filled by appointment.....	76
Mileage and per diem of.....	100
May be elected from those who have not filled the position of Grand Master Workman, when.....	130
Are officers of Grand Lodges from which they are sent.....	139

RITUALS.	
Must not be taken from Lodge room	594
Officers may copy lectures from, how	594
RULES OF ORDER.	
Of Supreme Lodge.....	88
"Roberts' Rules of Order" the parliamentary manual for Supreme and Grand Lodges	659
(See <i>Subordinate Lodge Rules of Order.</i>)	
SEALS.	
Impress of Supreme and Grand Lodges to be used by Supreme and Grand Recorders	93
Electrotype, to be used by Supreme and Grand Master Workmen.....	93
Chromatic, to be attached to Charters issued by Supreme Lodge.....	94
Rules in regard to	666
District Deputies may use printed, of Grand Lodge.....	666
SECRET JOURNAL.	
To contain a record of the secret work of the Order	87
To be in the possession of the Supreme Master Workman.....	87
SECRET WORK.	
Under absolute control of the Supreme Lodge.....	8
Obligations must be used as given by Supreme Lodge.....	595
SEPARATE JURISDICTIONS.	
(See <i>Grand Lodges as Separate Beneficiary Jurisdictions.</i>)	
SICK BENEFITS.	
Subordinate Lodges may or may not provide for	543, 544
General provisions relating to	545
SICK AND DISABLED MEMBERS.	
Duty of Relief Committee concerning	459
Members to attend to	547, 548
SIGNS.	
Master Workman the proper officer to instruct members in.....	585
Cannot instruct visiting brother in, without writ- ten authority	587
Visiting brother must be in possession of.....	586
SPURIOUS LODGES.	
Penalty for countenancing.....	665
Member of, not to be received in regular Lodge	665
STATED MEETINGS OF SUBORDINATE LODGES.	
Under immediate jurisdiction of Supreme Lodge, held weekly	338
Grand Lodges may permit their Subordinates to meet once in two weeks, or semi-monthly.....	124
When meetings are not weekly, the term of officers must be twelve months.....	124
SUBORDINATE LODGES.	
Form of style or title	329
Not to be named after living persons	330
How numbered	109
Cannot consist of less than ten members	332, 333, 334
Quorum for transaction of business	336, 337
Stated meetings of	338
May be postponed when falling on a legal holiday.....	340
Special meetings of	341, 342
May not hold meetings on Sunday	346
Semi-annual terms of.....	347
Cannot be independent of their Grand Lodges.....	348
Cannot become incorporated without permission of Grand Lodge..	349
Power of, to control their own affairs.....	350
Disposal of funds and property.....	351
Per capita tax from	352, 53
Power to make by-laws.....	354, 355
Must adopt by-laws	356

Monthly reports from.....	357, 358, 360
Semi-annual reports from.....	359, 360
Must transact all business, when open, in Master Workman degree.....	361
Right of visiting in.....	362
Wearing of regalia in.....	363
Have no right to appear in public in regalia, without permission.....	364
Sustaining of libraries in.....	367
Surrender of charter of.....	369
Suspension of, for various causes.....	370
For contempt.....	371
For illegal printing.....	372
Disposal of funds, etc.....	373
Status of when Grand Lodge is suspended.....	375
Reorganization of, when permissible.....	378
Membership in two at same time unlawful.....	365
General fund of, how paid out.....	366
Library fund of.....	367
Status of, informally organized.....	617
Reinstatement of, after suspension.....	374

SUBORDINATE LODGE OFFICERS.

Of whom consisting.....	379
To be elected semi-annually.....	379
If Lodge meets semi-monthly, term of, to be one year.....	339
Grand Lodges may make term of, one year in all cases.....	124
To hold office until their successors are elected and installed.....	382
Honors to belong to brother filling vacancy till end of term.....	384
Nominations for.....	385, 386, 387
Election of, how conducted.....	388, 389, 390
A majority of all votes cast, necessary to elect.....	389, 391
Installation of, when and by whom conducted.....	393, 396
Not to be public.....	286
Must be at stated meeting.....	399
Power of Grand Lodges over subject.....	400
In Subordinate Lodges under immediate jurisdiction of Supreme Lodge.....	397
Relative rank of.....	401
Bonds of, to be approved before installation.....	402, 405
Must give new bonds when re-elected.....	406
To deposit and pay out money officially.....	407
May vacate office by absence from meetings.....	453, 532
May be removed for inattention or misconduct.....	454
Are liable to suspension for non-payment of dues or assessments.....	456
Vacation of office, by absence.....	532

(See separate titles of officers.)

SUBORDINATE LODGE RULES OF ORDER—CHAPTER XXV, PAGE 128

[The figures refer to the numbers of the Rules.]

Adjournment, motion for.....	52
Amendment, motion for.....	24
To amend an.....	25
Form of.....	26
By substitute.....	27
Appeal from decision of Chair.....	8
Debate upon.....	9
Blanks, how filled.....	28
Committee, mover of resolution for, usually named first upon.....	43
Chairman of.....	42
Member not compelled to serve on more than two.....	44
Reception of report of.....	46
Discharged, without motion when report is received.....	47
Report of, may be amended, etc.....	45
Debate, order in.....	12-19
Limiting in advance.....	48
Decorum in the Lodge.....	10
Disorderly conduct.....	11
Division of the Lodge.....	30
Of the question.....	29

Indefinite postponement, effect of	41
Lie on the table, motion to	35
Taking up subject after adoption of motion to	36
Master Workman shall preserve order, etc.	3
Decide questions of order and law	3, 4
When entitled to vote	5
Must call Foreman to the chair, if wishing to de- bate	6
Absence of	7
Can speak from chair on an appeal	9
Member not to be interrupted	14
Conduct of, in debate	13
To take his seat, when called to order	15
Not to speak twice, etc.	16
To designate officer and member by proper rank	19
Not to reflect upon Lodge, etc.	19
Motion, must be stated before debate	20
May be prefaced by explanation	21
Cannot be withdrawn, without consent, after being stated from the chair	22
Motions not subject to amendment, what	32
Not debatable, what	33
Precedence of	34
Order of business may be suspended	2
Postponement, to certain time	34
Indefinite	34
Effect of	41
Previous question, call for	37
If not sustained	38
Question of order to be decided without debate	4
Reading papers, etc.	49-51
Reconsider, motion to	39
Reconsideration, effect of	41
Suspension of rules	53
Yeas and nays, call for	31
SUNDAY.	
Business meetings, excursions, etc., of Lodges, prohibited, on.....	664
SUPREME FOREMAN,	
To perform duties appropriate to his office	33
To succeed to office of Supreme Master Workman in case of va- cancy	32
To act with Supreme Master Workman and Supreme Overseer in approving official bonds	29
SUPREME GUIDE,	
To perform duties appropriate to his station	48
SUPREME LODGE.	
Name and style of	1
Jurisdiction and powers of	2
Has original jurisdiction over all subjects pertaining to the welfare of the Order	2
Enactments and decisions of, are supreme law in the Order	2
Appellate jurisdiction of	2
Power to issue Charters	2
Over Grand and Subordinate Lodges	2
To regulate unwritten work	2
Provide and print charters, rituals, cards, etc.	2
Make assessments for revenue	2
Promote honor and welfare of the Order	2
Shall issue beneficiary certificates, or cause them to be issued	4
What laws of, are general	5
Power to extend the Order	6
Regulate regalia, emblems, etc.	7
Correct a Grand Lodge Constitution	9
Of whom composed	10
Annual meetings	11

Special meetings.....	12
Quorum for business.....	13
Standing committees, appointment of.....	54, 55
Special committees, appointment of.....	70
Voting, ratio and manner of.....	77
Visitors.....	78
Rules of order.....	88
Order of business.....	90
Parliamentary manual.....	89
Not to accept invitations, unless by a two-thirds vote.....	92
Distinguishing color of, purple.....	97
Financial year to begin March 1st.....	98, 99
Mileage and per diem.....	100
Moneys, how paid out.....	101, 102
Revenue of.....	104
Constitution of, how amended.....	105
General laws, how amended by.....	107
Decisions of.....	84, 85
Regalia of.....	574, 575
Invitations not to be accepted by, without a two-thirds vote.....	92
SUPREME LODGE COMMITTEE ON APPEALS AND GRIEVANCES.	
Appointed at beginning of annual meeting, to serve during the meeting.....	66
Duties of.....	65
SUPREME LODGE COMMITTEE OR RETURNS.	
To be appointed at the beginning of each annual meeting.....	57
To examine and report upon all returns and credentials.....	69
SUPREME LODGE FINANCE COMMITTEE.	
To be appointed at the close of each annual meeting.....	55
To meet three days before time of annual meeting.....	56
To submit reports on or before second day of annual meeting.....	56
To examine all bills presented to the Supreme Lodge.....	58
To make out roll of mileage and per diem.....	58
To award contracts for printing and supplies.....	58
To fix prices of supplies.....	58
To examine books and accounts of Supreme Recorder and Supreme Receiver.....	58
To make annual statement of property and assets and liabilities.....	58
To attest monthly statements of Supreme Recorder.....	59
Order not to be made upon the Beneficiary Fund without their approval.....	61
All bills to be endorsed by a majority of, before payment.....	62
Chairman of, may select assistance, when.....	63
SUPREME LODGE COMMITTEE ON LAWS AND SUPERVISION.	
To be appointed at the close of each annual meeting.....	55
To meet three days before time of annual meeting.....	56
To submit reports on or before second day of meeting.....	56
To report upon Constitutions, By-Laws, etc., of Grand Lodges, and of Subordinate Lodges under immediate jurisdiction.....	67
Reports of to be made to the Supreme Master Workman during <i>interim</i>	67
To examine and report upon appeals and grievances during <i>interim</i> ,.....	68
SUPREME LODGE OFFICERS.	
Election and terms of.....	14
Election shall not take place until reports are made.....	14
Eligibility.....	17
Rank of.....	19
Installation of.....	22
If not present for installation, Supreme Lodge may declare office vacant.....	23
Bonds of, to contain specified clause.....	27
To be approved.....	29
Salaries of, to be fixed before election.....	16
Mileage and per diem of.....	100
May act in capacity of Representatives.....	18

SUPREME MASTER WORKMAN.	
To preside in the Supreme Lodge	29
To discharge executive functions when the Supreme Lodge is not in session	29
To regulate Subordinate Lodges under the immediate jurisdiction of the Supreme Lodge	29
Power to suspend officers and fill their places	29
To grant dispensations and charters	29
To appoint deputies	29
To make annual report	29
Establish semi-annual pass-word	29
Act upon appeals	29
Approve official bonds, in conjunction with Supreme Foreman and Overseer	29
Sign all official documents	29
Perform such other duties as may be required of him	31
Exercise supervision over Grand Lodges	30
Install or cause Grand Lodge officers to be installed	32
Vacancy in office of	32
Compensation of, for instituting a Grand Lodge	82
SUPREME OVERSEER.	
To perform duties appropriate to his station	35
Succeed to duties of Supreme Master Workman, when	32
Act with Supreme Master Workman and Supreme Foreman in approving official bonds	25, 29
SUPREME RECORDER.	
To record transactions of Supreme Lodge	37
Sign charters, dispensations, etc.	37
Keep financial account	37
Report to the Supreme Lodge	37
Conduct correspondence of the Supreme Lodge	37
Attend all meetings of the Supreme Lodge	37
Make monthly statement of Beneficiary Fund of Supreme Lodge	38
Publish monthly statement of Beneficiary Fund received from Grand Lodges	39
Make monthly reports of Beneficiary Fund of separate jurisdictions	40
Publish monthly lists of expelled members	40
Make monthly statement of General Fund	41
Make record of Beneficiary Fund of each separate jurisdiction	42
Pay over General Fund to Supreme Receiver when amount reaches \$50	43
Keep record of deaths in his jurisdiction	44
Execute bonds	37
Penalty of bond of	26
Have report printed before annual meeting	45
Receive proposals for printing and supplies	103
Duties of, upon formation of new Grand Lodge	159
SUPREME RECEIVER.	
To take charge of Supreme Lodge funds and property	46
Pay orders properly drawn on him	46
Render itemized account	46
Deliver books and papers for examination	46
Execute receipts, how	46
Shall give bond	25
Penalty of bond of	26
SUPREME TRUSTEES.	
Senior in office ranks first	20
To perform such duties as may be required	50
SUPREME WATCHMAN.	
To perform duties appropriate to his station	49

SUSPENSION.	295, 296, 297, 298
Note in regard to.....	308
Cannot be imposed as a penalty for non-attendance at Lodge meetings.....	
(See below for various kinds of suspension.)	
SUSPENSION OF BENEFICIARY CERTIFICATE.	248
When to take place for non-payment of assessment.....	210
When and how reported and recorded.....	214, 215
How removed.....	216, 217
For delinquency of Subordinate Lodge, effect of.....	215, 307
Causes forfeiture of no right except that of participation in Beneficiary Fund.....	218, 307
Status of member, during.....	219
Does not deprive member of the right to vote or hold office.....	307
Takes place when member is suspended for non-payment of dues or for improper conduct.....	296
Note upon effect of.....	
(See <i>Renewal of Beneficiary Certificate.</i>)	
SUSPENSION FROM THE ORDER.	
(See preliminary note to Chapter IX.)	
For non-payment of assessments for six months.....	299
Declaration of, by Master Workman.....	301
Take place without report.....	302
For non-payment of dues.....	303, 304
Not to take place for less than six months' arrearages of dues or assessments.....	305, 306
Grand Lodges regulate the subject as to dues.....	306
Non-attendance at Lodge meetings not a cause for.....	308
Suspended member cannot be initiated as a new member.....	309
Cannot join another Lodge.....	310
Forfeits all claims to the Beneficiary Fund.....	312
Deprives member of all rights and benefits of the Order.....	307, 313
For violation of laws of the Order, etc.....	636, 644
For definite time, under penal laws.....	322
Indefinite.....	321
SUSPENSION OF GRAND LODGE.	163
For failure to pay per capita tax, or make returns.....	165
Subordinate Lodges revert to jurisdiction of Supreme Lodge, during such suspension.....	164
Effect of, on Past Master Workman.....	
SUSPENSION OF SUBORDINATE LODGES.	370, 371 372
Causes for.....	
TRUSTEES.	379
How elected, and term of.....	452
Duties of.....	452
Required to give bonds.....	
TRAVELING.	667, 668
In foreign lands does not affect beneficiary rights.....	
UNWRITTEN WORK.	2
Is regulated and controlled by the Supreme Lodge.....	86
Cannot be altered or amended except by a two-thirds vote.....	
VACANCY IN OFFICE.	32
Of Supreme Master Workman.....	76
Representative to Supreme Lodge.....	53
Junior Past Supreme Master Workman.....	141
Grand Master Workman.....	131
Acting Past Grand Master Workman.....	419
Master Workman.....	453
By absence from Lodge meetings.....	455
How filled in Subordinate Lodge.....	532
Declaration of, by Master Workman.....	

WATCHMAN, INSIDE.	
Duties of.....	450
WATCHMAN, OUTSIDE.	
Duties of.....	441
WITHDRAWAL FROM THE ORDER.	
How effected	635

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